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OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-501**

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**Services**

**MORTUARY AFFAIRS PROGRAM**



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This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*, Joint Publication 4-06, *Mortuary Affairs*, DoD Instruction (DoDI) 1300.15, *Military Funeral Support*, Department of Defense Directive (DoDD) 1300.22E, *Mortuary Affairs Policy*, DoDI 1344.8, *Interment Allowance for Deceased Military Personnel*, DoDI 3001.03, *Accounting for Personnel Lost in Past Conflicts – The Armed Forces Identification Review Board (AFIRB)* and DoD 4515.13-R, *Air Transportation Eligibility*. This instruction provides guidance for remains disposition of Air Force and other eligible personnel, responsibility to ensure convening medical authorities accomplish positive identification of remains, military funeral honors, guidance and procedures for search and recovery (S&R), government cemeteries and headstones, DoD mortuary facilities, procurement of supplies, contract mortuary services, case file maintenance, records administration and disposal, and reimbursable supplies and services. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Mortuary Affairs Program. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members) must comply with this publication. Tier waiver authorities as approved by the Inspector General advisory board have been included per AFI 33-360, Publications and Forms Management. Refer to AFI 33-360 for tier waiver authority definitions and procedures. This instruction does not apply to the Casualty Assistance and Civil Defense Programs. It may be supplemented. Refer recommended changes and questions about this publication to the Office of

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### **SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** **Paragraph 1.9.2.1** establishes the Operations Officer as the primary Mortuary Officer. These duties are assigned based on position, and not on rank. **Paragraph 2.17** revises flag and flag case recipients as delineated in accordance with Section 631 of Public Law 111-84, the National Defense Authorization Act (NDAA) for Fiscal Year 2010 Title 37, Section 411f, United States Code is amended authorizing eligible family members to attend a Memorial Service held at the installation of the deceased member, should the service be deemed appropriate by the installation commander or senior Air Force officer within the joint base organizational structure who shall act as the installation commander for mortuary responsibilities. Primary Next of Kin (PNOK) determination to allow Media Access to the Dignified Transfer of Airman who die in a combat theater of operation and whose remains are returned through Dover AFB, DE added in **paragraph 2.30**. **Paragraph 2.30**. adds the requirement for a General Officer, from the functional community of a fallen Airman, to attend the Dignified Transfer of Airmen who die in a combat theater of operation and whose remains are returned through Dover AFB, DE. **Paragraph 2.31** added Next of kin (NOK) Dignified Transfer Travel Entitlement. **Paragraph 2.28** implements the use of Mil Air/Mil Contract Air to transport the remains of Airmen who die in a combat theater of operation from Dover AFB, DE. **Paragraph 2.19**. implements the requirement for Dignified Arrival at Destination Airports for fallen Airmen. **Paragraph 2.20**. implements the requirement for a General Officer, from the MAJCOM of a fallen Airman, to attend the funeral/interment service of Airmen who died in a combat theater of operation. **Paragraph 2.13** establishes the requirement for all cremations of active duty Airmen to be effected at a receiving funeral home selected by the Person Authorized to Direct Disposition (PADD) with the exception of subsequently identified remains or remains retained for extended study by the AFMES in which the PADD has directed military or medical disposition. **Paragraph 2.41**. re-defines what constitutes the requirement to effect a Group Burial/Interment and the timeline in when a Group Burial/Interment will be scheduled. **Paragraph 2.43** defines and provides guidance in the disposition of subsequent identified remains/portions of fallen Airmen. **Paragraph 2.44**. defines and provides guidance in the disposition of retained organs of fallen Airman. **Paragraph 3.14**. provides guidance in PADD relinquishment of their rights to direct disposition of the remains of a fallen Airman. Added specific language in **Chapter 8**, that must be followed by all Air Force Honor Guards, when presenting a U.S. Burial Flag. **Chapter 12**, Mortuary Affairs in Contingency Operations, is now IAW Joint Publication 04-06. Added

**Chapter 13**, Family Assistance Representative; all information on the Family Assistance Representative herein, relates to their support of families of deceased Airmen. Maximum secondary reimbursement entitlements are updated biennially and AFMAO will place on the AFMAO Sharepoint site, delineating current maximum reimbursement entitlements for Options 1-5 on the AF Form 970. The terms PADD, PNOK and sponsor each have a specific meaning based on a designation, most senior person with blood relationship in the family or legal standing recognized by the Air Force respectively.

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REPORT**

## Chapter 1

### AIR FORCE MORTUARY AFFAIRS PROGRAM

#### *Section 1A—General Guidance*

**1.1. Scope.** This instruction establishes guidance and assigns responsibilities for the Air Force Mortuary Affairs program. The Mortuary Affairs program provides for the recovery, segregation, identification, care, and disposition of the decedent's remains prescribed in this instruction in peacetime and wartime across the range of military operations. It also provides guidance for the provision of entitlements and communication with the Person Authorized to Direct Disposition (PADD) of the remains.

1.1.1. Training. Due to the highly sensitive nature of this program, commanders and supervisors at all levels must ensure all personnel involved in the Mortuary Affairs program are properly trained and proficient in the execution of their Mortuary Affairs duties. (T-0)

1.1.2. Installation Mortuary Plan. Current installation mortuary plans are essential to the proper execution of the mortuary affairs program and must be reviewed and amended as new information becomes available and resources change. Since no two situations are alike and the number of fatalities can never be predicted, plans should be able to be adjusted to meet unanticipated situations. Installation mortuary plans will include provisions for individual deaths, mass casualties, and contamination. (T-1)

**1.2. Overview of the Mortuary Affairs Program.** Provides support across the full range of military operations and is divided into three distinct programs the Current Death Sub-Program, the Graves Registration Sub-Program and the Concurrent Return Sub-Program. Components of these programs include search and recovery (S&R); determining Believed To Be (BTB) status, if possible; transportation of remains; management of DoD mortuary facilities; and mortuary services. (T-0)

1.2.1. The Current Death Sub-Program. Eligible personnel are provided with professional mortuary services (removal, identification, preparation, and disposition of remains) and supplies (clothing, casket, etc.) incident to care and disposition of remains of persons who are eligible for these services by specific statute. The sub-program is operational worldwide during peacetime. It will continue outside areas of conflict during major military operations. The sub-program also may continue in areas of conflict depending on the logistical and tactical situation. (T-0)

1.2.2. The Graves Registration Sub-Program. Provides for search, recovery, determining BTB status, if possible, and evacuation of remains to a theater mortuary affairs activity (MACP or TMEP) or temporary burial site. Temporary burial is performed only when authorized by the responsible geographic combatant commander during major military operations. Remains buried temporarily will be disinterred and evacuated under the Concurrent Return Sub-Program as conditions and capabilities permit. (T-0)

1.2.3. The Concurrent Return Sub-Program. Is a combination of the Current Death Sub-Program and the Graves Registration Sub-Program. This sub-program may be activated during emergencies or major military operations when conditions and capabilities permit. The sub-program begins with the initial phase of the Graves Registration Sub-Program, and

provides for search, recovery, and evacuation of remains. The sub-program ends with the Current Death Program, which provides for identification and preparation of remains in a mortuary or central identification laboratory and shipment to destination, as directed by the PADD. The Concurrent Return Sub-Program may be phased into either the Current Death Sub-Program or the Graves Registration Sub-Program, as the situation dictates. (T-0)

1.2.4. CONUS/OCONUS Defined. For mortuary purposes, CONUS includes the contiguous states, Alaska, Hawaii, Guam, Puerto Rico, and US Virgin Islands. All other geographic areas are considered OCONUS.

### **1.3. Related Programs.**

1.3.1. The Personal Property and Effects Program. Provides for disposition of personal effects (PE) and property of missing, captured and deceased Air Force military and civilian personnel, which is addressed in detail in AFI 34-511, *Disposition of Personal Property and Effects*. (T-0)

1.3.2. The Installation Honor Guard Program. Provides for the rendering of ceremonial honors and military funeral honors. All guidance provided in **Chapter 8** must be followed in the execution of the Installation Honor Guard Program. (T-0)

### ***Section 1B—Mortuary Affairs Program Roles and Responsibilities***

#### **1.4. Headquarters United States Air Force, Director of Services (HQ USAF/A1S).**

1.4.1. Establishes policy for the execution of the Air Force Mortuary Affairs Program.

1.4.2. Establishes policy for the disposition of personal property and effects.

1.4.3. Establishes policy for the execution of the Air Force Honor Guard Program.

1.4.4. Establishes policy for operation of cemeteries on Air Force installations, with the exception of private cemeteries that are located within the confines of an Air Force installation.

1.4.5. Provides oversight for Air Force Mortuary Affairs Operations (AFMAO) and ensures the organization has the required training, equipment, and resources to effectively execute the Air Force Mortuary Affairs Program and operate the Port Mortuary at Dover AFB, DE.

1.4.6. Determines the requirement for the establishment of additional Air Force mortuaries or closure of same.

1.4.7. Provides Air Force representative to the Central Joint Mortuary Affairs Board (CJMAB).

#### **1.5. AFMAO Commander.**

1.5.1. Ensures AFMAO has the required training, equipment, and resources to effectively execute the Air Force Mortuary Program and operate the Port Mortuary at Dover AFB, DE.

1.5.2. Immediately notify HQ USAF/A1S of any serious incidents occurring at the Port Mortuary at Dover AFB or other Air Force mortuary.

1.5.3. Practices due diligence in resolving serious incidents. If deemed prudent, initiate a formal inquiry into such matters and forward written results and recommendations to HQ USAF/A1S.

1.5.4. The Secretary of the Air Force (SecAF) has delegated to the AFMAO/CC the approval authority to expand eligible family member travel, beyond the Primary Next of Kin (PNOK) and two additional travelers (named by PNOK), to attend a Dignified Transfer at Dover AFB, DE.

## **1.6. Air Force Mortuary Affairs Operations (AFMAO).**

1.6.1. Acts as the Office of the Secretary of Defense's designee in the execution of the Dignified Transfers process in accordance with the Secretary of Defense's policy, *DoD Policy Regarding Media Access to Dignified Transfers at Dover Air Force Base*, dated 25 Mar 2009. (T-0)

1.6.1.1. Operates the Campus for the Families of the Fallen including the Fisher House, Meditation Pavilion and Center for the Families of the Fallen to support family members who are designated by the Primary Next of Kin to travel to Dover AFB, DE to witness the Dignified Transfer of their fallen family member.

1.6.2. Serves as the Military Funeral Honors point of contact for the Air Force.

1.6.2.1. Executes Munitions User Functional Managers (MUFM) duties for installation Honor Guard Munitions forecast.

1.6.3. Operates the Port Mortuary(s), on behalf of the Secretary of the Air Force, as directed in DoDD 1300.22E, *Mortuary Affairs Policy*. (T-0)

1.6.3.1. Maintains a Joint Standard Operating Procedure (JSOP) with Armed Forces Medical Examiner System (AFMES) ensuring adequate protocols in human remains handling and accountability. Annually reviews JSOP and revises as required.

1.6.3.2. Establishes Operating Instructions (OIs) and checklists, as appropriate, for all processes in the handling, preparation, and restoration of remains and handling of personal effects.

1.6.3.3. Ensures personnel, permanent party and deployed, to Port Mortuary(s) are trained on operating instructions and checklists, in their respective areas of assignment. (T-0)

1.6.4. Provides Subject Matter Expertise (SME) in support of the HQ USAF/A1S voting member to the Central Joint Mortuary Affairs Board (CJMAB). (T-0)

1.6.5. In coordination with the Departments of the Army and Navy, develop and maintain the Standard of Operation for DoD Mortuaries and Performance Work Statement (PWS) for DoD mortuary services and merchandise. A copy is available on AFMAO Sharepoint.

1.6.6. In coordination with the Departments of the Army and Navy, conducts biennial review and develops recommendations for increases in Secondary Funeral Expense Reimbursement Entitlements. (T-0)

1.6.7. Provides a licensed mortuary affairs expert as the Air Force representative to DoD mortuary affairs working groups, as required, to develop and execute laws and policies.

1.6.8. Develops mortuary affairs procedures, techniques and processes; provides oversight for the execution of the Air Force Mortuary Affairs Program.

1.6.9. Oversees and manages the Air Force Current Death Sub-Program in accordance with all applicable laws, directives, policies and instructions. (T-0)

1.6.10. Creates and maintains case files for incidents where an active duty member is declared deceased but remains are not recovered; these cases are referred to as Bodies Not Recovered (BNR).

1.6.10.1. Gathers and stores all statistical data on each non-recovered individual for use in future search, recovery, and identification.

1.6.11. Provides subject matter expert to installation Mortuary Affairs office in reviewing claims and Cost Data Worksheets (CDW) and make adjudication recommendations for funeral, interment and transportation expenses.

1.6.12. Oversees the Family Assistance Representative (FAR) support to the Person Authorized to Direct Disposition (PADD) or Primary Next of Kin (PNOK) following the death of an Regular Air Force member or Air Reserve Component member entitled to active duty mortuary benefits.

1.6.13. Oversees and executes the Air Force Past Conflict Mortuary Program in accordance with all applicable laws, directives, and policies to include the Cold War, Korean War and Vietnam War and in accordance with the Past Conflict and Contingency Response Branch Operating Instruction. The objectives for this program include: (T-0)

1.6.13.1. Ensures funding for staff to attend Annual Government briefings, family member updates and any other program developed for outreach to families of unaccounted Airmen as directed by the Defense Prisoner of War/Missing Personnel Office. Funding also includes travel for identification case file, personal effects presentations and funeral/interment services. (T-0)

1.6.13.2. Establishing case files for unaccounted Airmen from past conflicts. (T-0)

1.6.13.3. Supporting and maintaining open communication between families and government agencies to affect the accounting mission. (T-0)

1.6.13.4. Ensures funding and execution of the Air Force DNA Outreach Program. (T-0)

1.6.13.5. Provides the Air Force representative to sit on the Armed Forces Identification Review Board (AFIRB). The representative hears cases from past conflicts in World War II, Korea, South East Asia, and the Cold War where the Primary Next of Kin (PNOK) is appealing the Government's findings in identification of an unaccounted for service member. (T-0)

1.6.14. Oversees the Campus for the Families of the Fallen including:

1.6.14.1. Center for the Families of the Fallen, the facility designed to host families of the fallen and their guests prior to witnessing the Dignified Transfer on the flight line at Dover AFB, DE, should the PNOK authorize attendance.

1.6.14.2. Fisher House and Pavilion for Families of the Fallen, the facilities gifted to the Air Force by the Fisher Foundation to lodge families of the fallen, who have been approved by the PNOK to travel to Dover AFB, DE to witness the Dignified Transfer.

1.6.15. The Mortuary Affairs (MA) Division provides case management oversight for deaths covered in **Chapter 2 and 4** of this instruction. (T-0)

1.6.15.1. Validates installation Mortuary Officer/Mortuary Technician access and utilization of the Defense Casualty Information Processing System (DCIPS).

1.6.15.2. Assigns cases to installation Mortuary Officer when the PADD is geographically separated from the location of death.

1.6.15.3. Oversees travel support for PNOK (and PADD if not the same as PNOK) who elect to travel to Dover AFB, DE to witness the Dignified Transfer of their fallen Airman being returned from a combat theater of operation. (T-0)

1.6.16. Provides subject matter expertise in the development and conduct of all Air Force mortuary affairs education and training.

1.6.17. Provides support and guidance for Air Force aircraft incidents resulting in loss of life and mass fatality incidents. OCONUS morticians will respond in their AOR if possible, if not, an AFMAO mortician will augment, if requested by the COCOM.

1.6.18. Manages funds for expenses associated with AFMAO mission support including:

1.6.18.1. Facilities.

1.6.18.2. Equipment.

1.6.18.3. Remains preparation supplies.

1.6.18.4. Vehicles.

1.6.18.5. Travel-Next of Kin and Escorts for cases under AFMAO purview.

1.6.18.6. Dignified Transfers at Dover AFB, DE.

1.6.18.7. TDY Travel for AFMAO personnel for Air Force Mortuary mission support.

1.6.18.8. Remains transportation for cases under AFMAO purview.

1.6.18.9. Funeral reimbursements for cases under AFMAO purview.

1.6.19. Advise and assist installations with their installation mortuary plan and programs. For plan template and information, see AFMAO Sharepoint site.

1.6.20. Ensure support agreements between RegAF and Air Reserve Component (ARC) Force Support units (if required) and Memoranda of Understanding (MOU) between bases and local civil authorities are in place and current. For additional information on MOUs, refer to AFMAO Sharepoint site.

1.6.21. Maintains the Mortuary Affairs and Honor Guard Sharepoint website and grants access, as required.

1.6.22. Respond to Military Funeral Honors requests and congressional inquiries.

## **1.7. MAJCOM/CC.**

1.7.1. Directs, controls, and ensures capability exists within their command to provide mortuary support for deaths within geographic proximity to their installation and in compliance with the provisions of this instruction. (T-0)

### **1.8. MAJCOM/A1 and NGB/A1.**

1.8.1. Ensures installations comply with the guidance set forth in this publication. (T-0)

1.8.2. Implement a financial plan for governing the payment of mortuary related expenses within the command and at installations. **NOTE:** Does not apply to NGB. (T-0)

1.8.3. NGB will ensure all Air Force Air National Guard Installations have S&R capabilities, to include training and equipment. (T-0)

### **1.9. Installation Commander or Senior Air Force officer within a non-Air Force led joint base organizational structure.**

1.9.1. Maintains overall responsibility for their installation Mortuary Affairs program. (T-0)

1.9.2. Appoints, by letter, a primary Mortuary Officer and at least one alternate Mortuary Officer. (T-1)

1.9.2.1. The primary Mortuary Officer will be the Force Support Operations Officer, however the FSS Commander or Director will maintain overall responsibility for mortuary officer processes.. **NOTE:** Mortuary Officer duty will be tied to a position rather than a rank requirement. For ANG, it is recommended the Full-Time FSS/CC or MSG/CC be appointed as the MO. (T-1)

1.9.2.2. Alternate Mortuary Officers may include the Force Support Squadron Commander or Director, and/or Deputy. (T-1)

1.9.2.3. Primary and alternate Mortuary Officers must be aware of the sensitivity of the duty, and ready to perform when a death occurs. (T-1)

1.9.2.4. Ensures the appointed primary and alternate Mortuary Officers attend the Mortuary Officers' Course prior to appointment. (T-0)

1.9.2.5. Ensures the primary or alternate Mortuary Officers can be reached during non-duty hours. (T-1)

1.9.2.6. Mortuary Officers will be exempt from additional duties outside the Force Support Squadron, to include being a member of the notification team, during a mortuary case. (T-1)

1.9.3. Ensures military personnel assigned to the installation, or available under a Memorandum of Understanding (MOU), are identified and trained to support the installation S&R capability IAW this publication and AFH 10-247, Volume 4, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery*. (T-1)

1.9.4. Appoints a Summary Courts Officer (SCO) for the disposition of personal property and effects. The SCO will be a commissioned officer, appointed on orders (Special Orders Series A), IAW AFI 34-511, *Disposition of Personal Property and Effects*. (T-1)

1.9.5. Appoints a Family Assistance Representative (FAR) in each case to support family needs IAW [Chapter 13](#) of this instruction. (T-1)

1.9.6. Determines whether or not an installation memorial service will be held in honor of a fallen Airman assigned to their installation. (T-3)

1.9.6.1. Ensures the Mortuary Officer is the representative communicating with the PADD (and PNOK, if not the same as PADD) in the scheduling of the installation memorial service, should one be held. (T-3)

1.9.6.2. Ensures consideration is given as to the date/time an installation memorial service might be held, if deemed appropriate, to de-conflict with the arrangements being made by the PADD for the funeral and/or final disposition of the fallen Airman. (T-3)

1.9.6.3. Ensures the unit of the fallen Airman provides support to each family member traveling to attend the installation memorial service by:

1.9.6.3.1. Appointing unit members, in addition to the FAR, to assist family members traveling to the installation to attend a Memorial Service. (T-3)

1.9.6.3.2. Providing direct logistical support to the family to meet their needs including all transportation support to/from the airport, the memorial service, and any other assistance necessary. (T-3)

1.9.7. Ensures the Installation Honor Guard Program is manned and the program is funded to render Military Funeral Honors IAW DoDI 1300.15, *Military Funeral Support*. and **Chapter 8** of this instruction. (T-0)

#### **1.10. Installation Mortuary Officer.**

1.10.1. Assists the Installation Commander, or Senior Air Force officer within the joint base organizational structure, and implements the installation's Mortuary Affairs program. (T-0)

1.10.2. Ensures Mortuary Affairs is incorporated into the written installation-level mass fatality response plan and/or disaster response plan (signed by the WG/CC or equivalent) for the implementation and execution of the Mortuary Affairs program and for S&R operations, including the identification and handling of remains in aircraft mishaps and mass fatalities occurring on and off base. (T-0)

1.10.3. Establishes MOU(s) between the Air Force or ANG installation (if stand-alone) and local civilian authorities, to delineate the roles and responsibilities in investigations, transportation, and care of the remains of military members whose deaths occur both on and off the installation; and also includes provision for the other categories of deceased covered in **Chapter 4** of this publication when their death occurs on an Air Force installation. MOU template may be downloaded from AFMAO Sharepoint. (T-1)

1.10.3.1. Ensures MOUs between Air Force installations and local civil authorities are current. (T-1)

1.10.3.2. Ensures MOU with the local coroner and/or medical examiner includes who has jurisdiction of remains of personnel in an active duty status and delineate how the remains will be handled and transported, whether death occurred on or off base. (T-1)

1.10.3.3. Ensures MOU with local coroner and /or medical examiner includes who has jurisdiction of remains of DoD civilian employees, military retirees, dependents of military personnel or retirees, and non-DoD civilian affiliated civilians who die on a

military installation, and how the remains are to be transported from the installation. (T-1)

1.10.4. Establishes Memoranda of Agreement (MOA) or MOUs between RegAF and Air Reserve components (ARC) for Mortuary, Honor Guard, and/or S&R support, as required. **NOTE:** As per **paragraph 1.8.4**, all stand-alone Air National Guard Installations will have S&R capabilities, to include training and equipment. Co-located ANG installations may not carry equipment due to host RegAF base having the necessary equipment.

1.10.5. Establishes, trains, and equips installation S&R Team. (T-0)

1.10.5.1. Ensures S&R team has a minimum of 11 military personnel assigned and trained IAW AFH 10-247, Volume 4, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery*. Additional required S&R team augmentees will receive just-in-time training. (T-1)

1.10.5.2. Ensures personnel are identified and available from installation manning or under an established Memorandum of Agreement (MOA) or MOU. (T-1)

1.10.6. Contact AFMAO/MA at (800) 531-5803 to report any aircraft mishap with loss of life or mass fatality. AFMAO/MA will initiate a response to provide support to the Mortuary Officer and the installation's S&R team.

1.10.7. Coordinates all actions related to the disposition of remains, military funeral honors, Summary Courts Officers, Family Assistance Representatives and S&R teams. (T-0)

1.10.8. Makes the initial contact with the Person Authorized to Direct Disposition (PADD). Refer to **Chapter 3**. (T-1)

1.10.8.1. Informs the PADD, (PNOK or Sponsor, for other than active duty death) of the mortuary entitlements and services provided by the Air Force. (T-1)

1.10.9. Establishes the requirement with the installation contracting office for an annual contract, Blanket Purchase Agreement (BPA) or a one-time contract for mortuary services, that complies with the DoD Performance Work Statement (PWS), for deaths occurring at or near the installation. **NOTE:** This requirement does not pertain to ANG, except for Puerto Rico and US Virgin Islands ANG. (T-1)

1.10.10. Coordinates with AFMAO/MA for all interment or inurnment requests by the PADD to be effected in Arlington National Cemetery. (T-1)

1.10.10.1. Required information to schedule services at Arlington National Cemetery can be found on AFMAO Sharepoint.

1.10.11. Ensures Mortuary Technician attends the Mortuary Technician's Course within six months of being assigned to position. (T-0)

1.10.12. Ensures reimbursement claims for authorized mortuary related secondary expenses are processed. (T-0)

1.10.12.1. Ensures DD 1375, *Request for Payment of Funeral and/or Interment Expenses*, signed by the PADD, is received within 15 days of the funeral and a date stamp is applied annotating date of receipt. (T-3)

- 1.10.12.2. Ensures an itemized Statement of Funeral Goods and Services Selected/Funeral Purchase Agreement, signed by the PADD is obtained from the Receiving Funeral Home (Secondary Funeral Home) within 15 days of the funeral and a date stamp is applied annotating date of receipt. (T-3)
- 1.10.12.3. Ensures SF 1034, *Public Voucher for Purchases and Services Other than Personal*, is completed for adjudication of the claim (Secondary Expenses), to reimburse the PADD, Receiving Funeral Home or cemetery, as applicable. (T-3)
- 1.10.12.4. Ensures the documents listed in 1.10.12.1. – 1.10.12.3. are stamped with the submission date to the installation accounting and finance office and is accomplished within five days of receipt and completion. (T-3)
- 1.10.12.5. Ensures a procedure is in place to track reimbursements to ensure they are completed within the 30 days allowable under DFAS business rules. (T-3)
- 1.10.12.6. Ensures the processing and payment dates listed in 1.10.12.1. through 1.10.12.5. are recorded in the mortuary case file. (T-3)
- 1.10.13. When installation commander deems it appropriate to have a memorial service on base, ensure family receives travel entitlements. **NOTE:** There is a (2) two year limitation on the decision to hold a memorial service and for the family to receive travel entitlements. (T-0)
- 1.10.13.1. Coordinates the date/time of the installation memorial service with the Installation Commander, Unit Commander of the fallen Airman, and the PADD. (T-3)
- 1.10.13.2. Coordinates all travel arrangements with each eligible traveler, to include generating invitational travel orders (ITOs), procuring tickets, arranging lodging, and filing travel vouchers. (T-0)
- 1.10.13.3. Provides the unit of the fallen Airman the travel itineraries for all family members traveling to attend the installation memorial service. The unit of the fallen Airman is responsible to provide all logistical support for family members from arrival at the airport until they are returned to the airport to return home. (T-0)
- 1.10.13.4. Provides the unit of the fallen Airman a list of lodging reservations for all family members traveling to attend the installation memorial service. (T-0)
- 1.10.14. Maintains a mortuary case file for the deaths of all eligible personnel. Refer to **Attachment 3** for the required formats. (T-0)
- 1.10.15. Maintains a written record of all communications (Log of Events or Memoranda for Record) with the PADD. Disposition instructions, as well as the PADD's right to relinquish disposition, will be confirmed and documented in writing. Any other communications relating to care and disposition of remains or personal property, and all phone conversations and visits and/or briefings with the PADD will also be documented in writing. (T-0)
- 1.10.16. Facilitates FAR training and maintains contact with the FAR throughout the mortuary process IAW **Chapter 13** of this instruction. (T-0)
- 1.10.16.1. Ensures a FAR is appointed from the unit of the deceased member to support the PADD. (T-0)

1.10.17. Ensures the primary and alternate Mortuary Officers and Mortuary Technician have user access to Defense Casualty Information Processing System (DCIPS). (T-0)

1.10.17.1. Ensures all applicable mortuary data is input into DCIPS. (T-0). **NOTE:** Most Mortuary Officer responsibilities can be delegated to the Mortuary Technician. **EXCEPTION:** The Mortuary Technician *cannot* brief the PADD, ensure remains are positively identified, inspect remains, take responsibility for the S&R team or perform annual inspections of contract funeral homes. (T-1)

**1.11. Air University, Eaker Center for Professional Development.** Will develop, in coordination with AFMAO, and provide formal mortuary training for:

1.11.1. Mortuary Officers' Course for attendance by primary and alternate Mortuary Officers, military and civilian. (T-0)

1.11.2. Mortuary Technicians' Course, in accordance with the Career Field Education and Training Plan (CFETP), for attendance by designated enlisted, Company Grade Officers, and civilian personnel. (T-0)

### ***Section 1C—Additional Roles.***

**1.12. Person Authorized Direct Disposition (PADD).** The individual designated by the deceased member on DD Form 93, *Record of Emergency Data*, is entitled to direct the disposition of the remains, to include subsequent portions or retained organs. If a member has failed to designate a PADD, or the designated PADD does not wish to exercise the responsibilities of the PADD and therefore requests to relinquish his/her rights to direct disposition of the remains, the hierarchy listed in **paragraphs 1.12.1 through 1.12.9** will be utilized to determine who serves as the PADD, in order of precedence. If two or more persons claim the right to direct disposition and cannot provide documentary support, agreement may be achieved either between them mutually or via legal adjudication in the civil courts. The Air Force will adhere to any order provided by a civil court with respect to a decision as to who has the authority to effect disposition of the remains of a fallen Airman. (T-0). **NOTE:** Any PADD, who was listed on deceased members DD Form 93, *Record of Emergency Data*, who wishes to relinquish his/her right to direct disposition must provide written guidance to this affect. Upon relinquishment, the new PADD will become the person who is in closest legal or blood relationship to the deceased based on the hierarchy in **1.12.1 through 1.12.9**.

1.12.1. Surviving spouse. (T-0)

1.12.2. Children over 18 years of age, in order of age from oldest to youngest. (T-0)

1.12.3. Father or mother, whichever is older and if not divorced. If divorced when decedent was a minor, the custodial parent or legal guardian has the right to direct disposition. If the parents divorced after the decedent was of legal age, the eldest parent has the right to direct disposition. (T-0)

1.12.4. A blood relative who had legal custody by court decree or statutory provision. (T-0)

1.12.5. Brothers and sisters over 18 years of age, in order of age from oldest to youngest. (T-0)

1.12.6. Grandparents, in order of age. (T-0)

1.12.7. Blood relatives over 18 years of age, in order of relationship to the decedent, according to state laws. In equal degrees of relationship, seniority by age controls. (T-0)

1.12.8. Adoptive relatives of the decedent in order of relationship and age. (T-0)

1.12.9. A person standing in “loco parentis” to the decedent, if no person in **paragraphs 1.12.1** through **1.12.8** can be found. (T-0)

**1.13. Summary Courts Officer (SCO).** A SCO is a commissioned officer appointed by the installation commander to handle the personal property and effects of deceased personnel and other eligible individuals as specified in **Section 2A.** AFI 34-511, *Disposition of Personal Property and Effects*, identifies SCO responsibilities. (T-0)

**1.14. Escort/Special Escort.** The escort accompanies the remains from the shipping facility to the place of interment or place of service, if there will be no interment. Refer to **paragraph 2.15** for specific guidance on escorts. AFPAM 34-504, *Escorting Deceased Air Force Military Personnel*, identifies Escort responsibilities. (T-0)

**1.15. Family Assistance Representative (FAR).** The FAR is a military member, recommended by the commander of the deceased, and appointed by the Installation Commander, who assists the PADD/PNOK as outlined in **Chapter 13** of this instruction. The FAR is not an expert in any entitlements area but serves as an advocate to link the family to available resources to support the family. (T-0)

**1.16. Civil Engineer (CE).** Will provide specially trained personnel (e.g. FES, EOD, EM and CE craftsmen) and equipment owned by CE during Air Force incidents (i.e. aircraft crash or building fire) where there is a loss of life to assist in the execution of the Mortuary Program. CE will:

1.16.1. Provide a global positioning system (GPS) and/or optical survey equipment and trained personnel to plot remains, personal equipment and aircraft wreckage/debris during S&R operations. (T-2)

1.16.2. Provide required level of personal protective equipment (PPE) required for CE personnel to mitigate hazards S&R personnel might encounter during an operation. (T-1)

1.16.3. Ensure the location where a S&R operation is to be accomplished is safe from fire, explosives and hazardous materials for team members to operate. (T-1)

1.16.4. In a, Chemical, Biological, Radiological or Nuclear (CBRN) contaminated environment, CE will determine exposure hazard and provide monitoring to ensure team safety prior to their entering a contaminated area. If clearance is granted by the incident commander, CE will ensure team safety via appropriate limited exposure time/level. (T-1)

**1.17. Unit Commander of a Fallen Airman.**

1.17.1. Provides Mortuary Officer the name of a unit member to serve as the FAR. (T-0)

1.17.2. Ensures orders are generated for the FAR to travel to Dover AFB, DE to support the family of the fallen Airman who elects to travel to witness the Dignified Transfer, if applicable. (T-0)

1.17.3. Coordinates installation memorial service for fallen Airman with Mortuary Officer. (T-3)

1.17.4. Designates unit members, in addition to the FAR, to support family members traveling to attend an installation memorial service, if held. (T-3)

1.17.4.1. Provides direct logistical support to the family to meet their needs including all transportation support to/from the airport, the memorial service and any other assistance necessary. (T-3)

1.17.5. Coordinates with Mortuary Officer to fund TDY orders for FAR to travel to support a PADD, if requested, who is geographically separated from installation. (T-0)

## Chapter 2

### MORTUARY ELIGIBILITY AND ENTITLEMENTS FOR AIR FORCE PERSONNEL

#### *Section 2A—Eligibility*

**2.1. Purpose.** This chapter addresses mortuary entitlements for eligible military personnel described in 2.2 through 2.6

**2.2. Regular Air Force, United States Air Force Academy (USAFA) Cadets and Air Force Reserve Officer Training Corps (ROTC) Members and Applicants.** Active duty members of the regular Air Force not dropped from the rolls prior to death, USAFA cadets and members and applicants accepted into ROTC who die while attending training camp, hospitalized for a medical condition aggravated by or incurred during training or en route to or from training. (T-0)

**2.3. Air Force Reserve (AFR) and Air National Guard (ANG).** Members of the Air Force Reserve and Air National Guard, to include Active Guard Reserve (AGR) full-time ARC personnel, who die:

2.3.1. While on active duty. (T-0)

2.3.2. During Inactive Duty Training (IDT). (T-0)

2.3.3. Performing authorized travel directly to or from active duty or IDT. (T-0)

2.3.4. Remaining overnight immediately before the commencement of IDT; between successive periods of IDT; at or in the vicinity of the site of the IDT; or where Military Funeral Honors will be performed; or staying at the member's residence, when so authorized by proper authority, during a period of inactive duty training or between successive days of inactive duty training. (T-0)

2.3.5. While hospitalized or undergoing treatment for a medical condition aggravated by or incurred while on active duty or inactive training. **NOTE:** In the event of an accident or death of an ARC Honor Guard Member who has not received written orders, it will be the responsibility of the active duty Area of Responsibility (AOR) Manager to immediately notify the installation Command Post and installation Mortuary Officer, as well as, AFSVA/SVORA. (T-0)

2.3.6. For Traditional Guardsmen who do not meet the eligibility requirements as stated in 2.3.1. through 2.3.5., refer to **Chapter 4.22.**

**2.4. Enlistment Applicants.** Accepted applicants for enlistment in the Air Force under the jurisdiction of the Air Force. (T-0)

2.4.1. This entitlement is limited to those enlistees who die after reporting to the Military Enlistment Processing Station (MEPS). Whether staying overnight in the MEPS area while awaiting transportation to or who die while en route to basic training. (T-0)

2.4.2. Military Funeral Honors are not authorized unless the individual had prior military service. Individual would receive Military Funeral Honors as a veteran and not as an active duty military member. (T-0)

2.4.3. Neither burial flag(s) nor hardwood flag case(s) shall be provided by the Air Force. If the individual had prior military service, a burial flag would be provided by the Department of Veterans Affairs and obtained by the funeral home by completing the VA Form 27-2008, *Application for United States Flag for Burial Purposes*. (T-0)

**2.5. Discharged Military Personnel Who Die in a U. S. Government Hospital.** Any person discharged (not retired) from an enlistment/commission while a patient in a U.S. Government hospital and remained a patient in the hospital to the date of death. (T-0)

**2.6. Retired/Retained.** A member is considered in a retired/retained status if they were called to active duty (other than for training) for a period of more than 30 days and were retired from active duty (including medical retirement) while a patient in a hospital and who died during a continuous hospitalization. This does not include hospice or nursing home care. A SCO will be appointed on orders when the death occurs at a place or command under the jurisdiction of the Air Force and there is no legal representative or surviving spouse present. **NOTE:** Retired/retained members are eligible for the same entitlements as an active duty military member, with the exception of funeral travel ([paragraph 2.31](#)) and (if they had been a rated aviator or aircrew member) a flyover. An exception to policy (ETP) may be requested to allow a flyover. Refer to AFI 11-209, *Aerial Event Policy and Procedures*, for specific guidance on the ETP package requirements.

### ***Section 2B—Entitlements – Primary Expense Items – Contract Funeral Home***

**2.7. Recovery and Removal of Remains.** Military personnel are entitled to recovery and removal of their remains, to include subsequently identified portions or retained organs, to the preparing funeral home. The Mortuary Officer will determine how the remains will be moved depending on the situation. Initial movement of remains will be accomplished IAW [paragraph 3.4](#). (T-0)

**2.8. Basic Services of the Funeral Director and Staff and Preparation of Remains.** Basic services of the funeral director and staff is a non-declinable service fee that a funeral home may charge for services provided in every death handled. Preparation includes embalming, wrapping or dressing and cosmetizing. The contract funeral home and morticians at Air Force mortuaries will prepare all remains in accordance with the DoD Performance Work Statement (PWS). PWS is located on AFMAO Sharepoint. (T-0)

2.8.1. The Air Force will pay all cost for the preparation and disposition of any remains that are subsequently identified to a fallen Airman or organs retained by the medical authorities to assist in determining cause/manner of death, IAW the written instructions of the PADD. (T-0)

**2.9. Casket.** Decedents are entitled to casketing in a specification 18-gauge metal protective casket, solid hardwood casket, or hardwood cremation casket. Specifications are described in the DoD PWS which is also located on the AFMAO Sharepoint. If available, reverse lid caskets meeting armed forces casket specification may be used to enhance viewability options for the families. The specification hardwood casket should not be offered as an option to the PADD, if the deceased is non-viewable. The hardwood casket provides no protection from the emittance of odors, associated with decomposition, burning or charring, which are often present in non-viewable cases. **NOTE:** The only exception to the use of hardwood casket for non-viewable

remains is when the PADD has indicated the deceased is to be cremated at the receiving funeral home. (T-0)

**2.10. Shipment of Remains/Outer Shipping Container.** Shipment of remains and a wooden or lightweight outer shipping container to the destination specified by the PADD. When a government contract funeral home is not used, the PADD will be reimbursed for the cost of shipping remains and the outer container. The reimbursement will be processed IAW [paragraph 9.22.2](#) (T-0)

**2.11. Death Certificates.**

2.11.1. CONUS. The PNOK (may also be the PADD) will be provided fifteen (15) certified copies of the State Death Certificate. PNOK may request additional copies through the State or County Office of Vital Statistics. Installations will comply with local requirements regarding completion and handling of death certificates. The contract funeral home will obtain the death certificates as part of their contractual requirements.

2.11.1.1. The Mortuary Officer and/or Mortuary Technician will maintain a list of the required information necessary for completion of the State Death Certificate, as the information varies from state to state. This information will be obtained during the PADD briefing and provided to the contract funeral home. If PADD is not the PNOK and does not have the necessary information, the Mortuary Officer will contact the PNOK. **NOTE:** Many benefits cannot be processed until the PNOK is in receipt of the certified copies of the death certificate.

2.11.2. OCONUS. A DD Form 1300, *Report of Casualty*, will be prepared by the Air Force Casualty office and distributed by the Casualty Assistance Representative IAW AFI 36-3002, *Casualty Services*. Overseas military hospitals or the Armed Forces Medical Examiner may prepare and forward one copy of the DD Form 2064, *Certificate of Death Overseas*, to AFMAO/MA. AFMAO/MA will distribute DD Form 2064 to the appropriate Mortuary Officer. (T-0)

2.11.3. Body Not Recovered (BNR). If death occurred in CONUS, State Death Certificate will be issued IAW State law. If death occurred OCONUS, a DD Form 1300, *Report of Casualty*, will be prepared by the Air Force Casualty Office and distributed by the Casualty Assistance Representative IAW AFI 36-3002, *Casualty Services*. (T-0)

**2.12. Burial Clothing.** Purchase of burial clothing, either military uniform or civilian clothing, when not available from the decedent's personal effects (PE). See [paragraph 9.15](#) for authorized uniform items, or limitations on civilian clothing and procurement instructions for either. **NOTE:** For non-viewable remains which require a full body wrap, burial clothing (as selected by the PADD) will be acquired/purchased, as authorized in [paragraphs 9.14 and 9.15](#), and displayed on top of the wrapped remains. (T-1)

**2.13. Cremation and Cremation Permit.** The PADD may request an Airman to be cremated and the Air Force will support each request by preparing and casketing the deceased in a solid hardwood cremation casket. The Air Force will then return the deceased in the flag draped casket with an escort, either Special or Appointed, to the destination designated by the PADD. The cremation will be accomplished through the receiving funeral home, at Air Force expense, IAW applicable statutory provisions. The Mortuary Officer will ensure a specification solid walnut or bronze urn is shipped with the deceased for placement of the cremated remains by the

receiving funeral home. In addition to the urn, the Mortuary Officer will ensure a Coroner/Medical Examiner or Department of Vital Statistics Cremation Authorization/Permit is provided to the escort to be delivered to the receiving funeral director. **NOTE:** Air Force Port Mortuaries may only cremate the subsequent identified portions of remains or retained organs when: (1) The PADD, PNOK or Sponsor directed cremation on the Central Joint Mortuary Affairs Board (CJMAB) *Form 1, Form 3 or Form 8*; (2) The PADD, PNOK or Sponsor requested service directed disposition or medical disposition of subsequently identified remains or remains retained for extended study by the Air Force Medical Examiner System (AFMES), as directed on the Central Joint Mortuary Affairs Board (CJMAB) *Form 1, Form 3 or Form 8*; or (3) non-testable or unidentifiable remains are released for medical disposition by the AFMES. (T-0)

2.13.1. Disposition of Cremated Remains of Military Personnel.

2.13.1.1. Cremated remains may be inurned in a grave or columbarium in either a government or non-government cemetery. **NOTE:** Secondary expense. (T-0)

2.13.1.2. Cremated remains may be scattered by the PADD or a commercial service directed by the PADD or funeral home selected by the PADD. **NOTE:** Secondary expense. (T-0)

2.13.1.3. Cremated remains may be retained by the PADD.

***Section 2C—Entitlements – Secondary Expense Items – Receiving Funeral Home Selected by PADD***

**2.14. Secondary Reimbursement Entitlements.** The Air Force will pay, up to the maximum secondary interment allowance authorized listed in Table 2.2., for the secondary costs listed in Table 2.1. incurred at the receiving funeral home or cemetery. PADD is responsible for any additional costs. **NOTE:** Since the Secondary Reimbursement Expense Allowance is adjusted biennially, AFMAO will distribute a letter delineating updated reimbursement amounts for Options 1-5 on AF Form 970, *Statement on Disposition of Remains*. (T-0)

**Table 2.1. Authorized Secondary Expense Items (T-0)**

<b>Item</b>	<b>Expense items the PADD may incur at the receiving funeral home or cemetery authorized for reimbursement up to the maximum reimbursement entitlement.</b>
<b>1.</b>	Basic minimum services of funeral director & staff/receiving remains service charge
<b>2.</b>	Use of facilities for viewing or visitation/staff for viewing/visitation held elsewhere
<b>3.</b>	Use of funeral home chapel or staff for funeral/memorial service held elsewhere
<b>4.</b>	Graveside service charge
<b>5.</b>	Cemetery equipment
<b>6.</b>	Funeral service
<b>7.</b>	Inurnment
<b>8.</b>	Commercial scatter fee
<b>9.</b>	Flowers/doves/balloons
<b>10.</b>	Pallbearers when military burial honors are not performed or declined by the PADD
<b>11.</b>	Service programs, service bulletins or service orders
<b>12.</b>	Prayer cards/mass cards
<b>13.</b>	Acknowledgment cards
<b>14.</b>	Guest register
<b>15.</b>	Religious items required for disposition of remains
<b>16.</b>	Organist
<b>17.</b>	Vocalist
<b>18.</b>	Musician (bagpipes, etc.)
<b>19.</b>	Clergy honorarium
<b>20.</b>	Single grave space or crypt for casket; single grave space or niche for urn
<b>21.</b>	Opening and closing of grave, crypt or niche
<b>22.</b>	Burial permit fee
<b>23.</b>	Outer burial container; grave liner or vault for casket or urn, as applicable
<b>24.</b>	Grave marker/headstone
<b>25.</b>	Temporary grave marker
<b>26.</b>	Police escort(s) for funeral procession
<b>27.</b>	Family car/limousine for immediate family members
<b>28.</b>	Flower car/utility vehicle
<b>29.</b>	Lead vehicle

**Table 2.2. Maximum Secondary Interment Allowances Authorized (T-0)**

<b>1</b>	<b>Air Force Makes Arrangements.</b> Primary (preparation) expenses are paid by the Air Force.	<b>Maximum Allowance (Secondary) Authorized</b>
<b>Option 1</b>	If remains are consigned directly to a government cemetery	<b>Published on AFMAO Sharepoint</b>
<b>Option 2</b>	If remains are consigned to a funeral home and interred in a government cemetery (Service Cemetery; Federal or State Veterans Cemetery).	<b>Published on AFMAO Sharepoint</b>
<b>Option 3</b>	If remains are consigned to a funeral home for services and interred in a nongovernment cemetery.	<b>Published on AFMAO Sharepoint</b>
<b>Option 4</b>	If remains are cremated and retained, consigned directly to a government cemetery (Service Cemetery; Federal or State Veterans Cemetery), or scattered by the PADD (when there is no commercial fee for scattering)	<b>Published on AFMAO Sharepoint</b>
<b>Option 5</b>	If remains are cremated and scattered or inurned (inurnment includes ground burial or columbarium. If scattering, ground burial or columbarium space includes a commercial fee).	<b>Published on AFMAO Sharepoint</b>
<b>2</b>	<b>PADD Makes All Arrangements.</b>	<b>Maximum Allowance Authorized</b>
<b>Option 6</b>	If remains are interred in a nongovernment cemetery.	<b>Published on AFMAO Sharepoint</b>
<b>Option 7</b>	If remains are interred in a government cemetery (Service Cemetery; Federal or State Veterans Cemetery). (The allowance is less because there are no cemetery costs incurred.)	<b>Published on AFMAO Sharepoint</b>
<b>Option 8</b>	If remains are cremated and retained or scattered by the PADD (when there is no commercial fee for scattering).	<b>Published on AFMAO Sharepoint</b>
<b>Option 9</b>	If remains are cremated and scattered or inurned (inurnment includes ground burial or columbarium. If scattering, ground burial or columbarium space includes a commercial fee).	<b>Published on AFMAO Sharepoint</b>
<p><b>NOTE 1.</b> Transportation of the remains will be paid in addition to these reimbursements.</p> <p><b>NOTE 2.</b> If the PADD exceeds the maximum allowance authorized for secondary expenses and remains transportation expenses, he/she is responsible for paying any costs above the government allowance. The Mortuary Officer should send a memo informing the PADD of their responsibility to pay these expenses.</p> <p><b>NOTE 3.</b> Cremation may not be effected under Air Force contract, and must be effected at the PADD directed receiving funeral home at destination. Costs for cremation, processing and placement in an urn are payable with primary mortuary funds.</p>		

*Section 2D—Other Entitlements.*

**2.15. Remains Escorts.** One escort will accompany the remains from the shipping facility to the place of final disposition. The PADD may request a “special escort” by name, or request the Air Force appoint a military escort. The escort’s travel arrangements will start at the place of assignment or residence, proceed to the shipping installation, on to the final destination, and finally return to the place of assignment or residence. The escort may stay to attend the services, if requested by the PADD. The escort is authorized a rental vehicle. (T-0)

2.15.1. Special Escort. The PADD may request, by name, a current serving member of the military from any branch of Service to be the “Special Escort”. A special escort can be requested for any scenario as long as time constraints, clearances, passports, etc. are in order. (T-0)

2.15.2. Appointed Escort. When the PADD does not specifically request a military member by name to serve as the escort, the Mortuary Officer, in conjunction with the commander of the unit of the deceased, will designate a military member of equal or higher rank than the decedent to escort the remains as outlined in **paragraph 2.15**. (T-0)

2.15.3. Escorts for Remains CONUS to OCONUS. Whenever possible, AFMAO will arrange for a representative of the Armed Forces or a State Department representative to meet the remains and military escort at the arrival point overseas and accompany the remains and escort to the final destination. AFMAO will notify the US Defense Attaché Office (DAO) of the nearest American Embassy in advance of the shipment of remains. **NOTE:** AFMAO is authorized to request personnel from other installations, regardless of command, to provide escort support on a temporary duty (TDY) basis.

2.15.4. For OCONUS to OCONUS Shipment of Remains. If the remains are being transported between two overseas areas, the shipping installation, the aerial port, or the receiving installation appoints an escort to accompany the remains to the final destination. (T-0)

**2.16. Summary Court Officer (SCO).** A commissioned officer appointed by the installation commander to handle the personal property and effects of deceased active duty personnel and other eligible individuals as specified in AFI 34-511, *Disposition of Personal Property and Effects*. AFI 34-511 identifies the responsibilities of SCO and others associated with the disposition of personal property and effects. It identifies the eligible recipients and describes the disposition process. (T-0)

**2.17. Interment Flags.** The PADD; spouse; children; and parents will be presented an interment flag. If the parents are married, they will receive one flag together. If the parents are legally separated or divorced, they will each receive a flag. Each flag will be presented at the conclusion of Military Funeral Honors at the place of interment/entombment/ inurnment. If there is no interment/entombment/inurnment, each flag will be presented at the conclusion of Military Funeral Honors at the location of the services held in honor of the fallen Airman. **Only the eligible recipient or guardian of an eligible recipient can defer the presentation as outlined herein.** **NOTE:** See [paragraph 2.41.2](#) for guidance in flag presentations for group interments. (T-0)

2.17.1. The preparing/shipping installation will provide the flag to drape the casket. The installation supporting military funeral honors will provide the additional flags required for presentation. The flag shall be pressed prior to placement on the casket for shipment. (T-0)

2.17.2. OCONUS. If remains have been shipped to the Port Mortuary, Dover AFB, DE, the mortuary will provide the interment flag to drape the casket. If remains are shipped directly to the destination, the preparing OCONUS DoD mortuary will provide the interment flag to drape the casket. (T-0)

2.17.3. The preparing/shipping installation will provide the escort a copy of AFPAM 34-504, *Escorting Deceased Air Force Military Personnel*, which provides diagrams and instructions for draping, folding and presenting the flag at graveside. (T-0)

**2.18. Hardwood Flag Cases.** Each person entitled to receive an interment flag, as identified in [2.17](#), is also entitled to receive a hardwood flag case. The installation providing the military funeral honors will provide the appropriate number of hardwood flag cases. The flag case(s) will only be adorned with the Air Force Emblem affixed to the outside of the lid. **NOTE:** The placement of rank insignia; decorations; functional badge(s); accouterments; and the metallic nametag is not authorized. The brass name plate and any other material should be discarded from the inside of the flag case prior to presentation. (T-0)

2.18.1. Should an eligible recipient defer presentation of the flag/flag case as outlined in [2.17](#) and [2.18](#) or is unable to travel to the interment/entombment/inurnment or service to be presented their flag/flag case, the Mortuary Officer will coordinate with the Honor Guard closest to the location where the recipient wishes the presentation to occur to support the presentation. (T-0)

**2.19. Dignified Arrival at Destination Airports.** The preparing/shipping installation mortuary office will notify the installation Honor Guard with the AOR for the destination/arrival airport of the support requirements for the Dignified Arrival. Notification will be initiated by e-mail and followed-up by a phone call to ensure the support requirement is received. (T-1)

2.19.1. The Dignified Arrival will be supported with seven (7) personnel present planeside to render appropriate honors for the fallen Airman; six (6) of whom will move the casket from the aircraft to the next mode of transportation and the seventh to render a salute as the casket is transferred. The escort will also render a salute as the casket is transferred. **NOTE:** The requirement to perform a Dignified Arrival applies only to the movement of casketed remains by commercial air, MilAir or Contract MilAir. A Dignified Arrival does not have to be performed when the casket is moved over land, via hearse, from the contract funeral home or DoD mortuary to a receiving funeral home. (T-1)

**2.20. Military Funeral Honors.** Military members in [Section 2A](#) are entitled to full military honors (a 20-person detail). The 20-person detail includes six casket bearers, an eight-person firing party (seven member firing party and Non Commissioned Officer in Charge (NCOIC), a bugler (professional musician or ceremonial bugle, if a professional bugler is not available), a four-person color guard and the detail Officer in Charge (OIC) or NCOIC. An Air Force chaplain may also participate in the ceremony, if requested by the PADD. Military Funeral Honors will only be rendered once and should be accomplished at the place of interment/entombment/ inurnment, unless other location is requested by the PADD. (T-1). **NOTE:** If the PADD has requested interment or inurnment in Arlington National Cemetery,

Military Funeral Honors must be rendered at the graveside. This includes the folding and presentation of the flag draping the casket or the presentation of the flag accompanying the urn.

2.20.1. A General Officer from the fallen Airman's MAJCOM will attend the Funeral Service for an Airman who dies in a combat theater of operation, as defined by the Office of the Secretary of Defense. The General Officer is representing the Secretary of the Air Force and the Chief of Staff of the Air Force and will present the interment flag(s) and may also present posthumous decoration(s) awarded the fallen, unless the PADD requests otherwise. (T-1)

2.20.2. The preparing/shipping installation will send an e-mail, follow-up by a telephone call, tasking the installation with the AOR for the location of the interment/entombment/inurnment or service for Military Funeral Honors for compliance with **paragraphs 2.19** and **2.20** (T-1). **NOTE:** The only authorized support for an installation memorial service is the posting of the colors, unless the PADD directs this event to be held in lieu of a funeral service and where Military Honors may be rendered.

**2.21. Memorial Register Books.** If the installation has arranged the memorial service, the Mortuary Officer will ensure a memorial register book is available for those in attendance to sign and provide it to the PNOK. (T-3)

2.21.1. If the PNOK attends the installation memorial service, he or she will be provided the memorial register book at the conclusion of the service. (T-3)

2.21.2. If the PNOK does not attend the installation memorial service and the remains have not shipped until after the service, the Mortuary Officer will provide the memorial register book to the escort to be delivered to the PNOK. If the remains have shipped prior to the installation memorial service being held, the Mortuary Officer will ensure the register book is delivered to the PNOK via overnight delivery. (T-3)

**2.22. Interment in a Government Cemetery.** Burial in a national cemetery is based upon military service and governed by policy of the Department of Veterans Affairs (VA). Requests for interment in national cemeteries will be directed to staff at the cemetery where burial is sought. (T-0)

2.22.1. National Cemeteries. A list of VA National Cemeteries and burial eligibility requirements is provided on the VA's webpage.

2.22.2. State Cemeteries. For a list of State Cemeteries with addresses and phone numbers, refer to the VA's webpage. If the State VA Cemetery charges a fee for interment, the reimbursement entitlement amount will be the current entitlement for interment in a non-government or private cemetery. **NOTE:** These cemetery expenses are paid as a secondary expense to reimburse the PADD for cost not normally associated with interment in a government cemetery.

2.22.3. Arlington National Cemetery (ANC). Coordination with AFMAO/MA is required for all interment/inurnment requests, by the PADD, to be effected in ANC. Eligibility for burials will be based on current ANC criteria and policies.

2.22.4. United States Air Force Academy Cemetery. For information, refer to USAFAI 32-242, *Using the USAF Academy Cemetery*, or contact 10 FSS/FSOM, commercial (719) 333-3323..

2.22.5. Installation Cemeteries. Refer to [Attachment 4](#).

**2.23. Government-Furnished Headstones (For deaths on or after September 11, 2001).** If requested, the VA will furnish an appropriate government headstone or marker, at the expense of the US, for the grave of a member who is buried in a government or private cemetery regardless of whether the grave is already marked by a headstone or marker purchased at private expense.

2.23.1. VA may provide any headstone or marker available, as listed on the application form (upright marble marker or a flat marker of marble, granite, slate, or bronze).

2.23.2. A government headstone or marker will be furnished only if the individual making the request certifies that the marker will be placed on the grave, if feasible, or as close to the grave as possible within the grounds of a private cemetery.

2.23.3. VA will deliver any headstone or marker furnished directly to the cemetery where the grave is located, or to a receiving agent for delivery to the cemetery, i.e. funeral home, Veterans' Service Officer, etc. Government grave-markers can be shipped to overseas locations.

2.23.4. The National Cemetery Administration (NCA) will revise its headstone and marker application, VA Form 40-1330, *Claim for Standard Government Headstone or Marker*, to remove the language indicating markers will only be provided for unmarked graves. Until this form is revised, applicants should ignore references to "unmarked graves," etc. and refer to <http://www.cem.va.gov/>

2.23.5. The Director, National Cemetery System, Veterans Administration is responsible for procurement and supply of government grave markers. **NOTE:** Members of the Air Force who died on active duty and whose remains have not been recovered or identified, or were buried at sea are also eligible. The marker will be furnished upon application by the PADD. **NOTE:** Spouses and dependents buried in a private cemetery are not eligible for a government-furnished headstone or marker.

#### **2.24. Shipment of Grave Markers.**

2.24.1. Shipment to Nongovernment Cemeteries. The government prepays shipping charges for delivery direct to the cemetery or an interim consignee. Costs for transporting the marker from an interim consignee to the cemetery, and erection of the marker, are borne by the applicant. However, such costs are allowed to come from the authorized secondary reimbursement (interment) allowance, if allowance permits.

2.24.2. Shipment to Government Cemeteries. The government will prepay shipping charges for direct delivery to the cemetery or an interim consignee annotated in Block 19 of the VA Form 40-1330, *Claim for Standard Government Headstone or Marker*. The form can be found on the VA website. Delivery will not be made to a post office box. **NOTE:** The Department of Veterans Affairs no longer allows reimbursement for a headstone or marker commercially procured by the PADD in lieu of the government-furnished marker.

#### ***Section 2E—Transportation of Remains; Authorized Next of Kin Travel to Attend a Dignified Transfer, Funeral or Installation Memorial Service***

**2.25. Authorized Transportation and Expenses.** The Air Force pays the transportation cost or reimburses the remains transportation cost of military personnel from the place of death, to place

of scientific identification, to the place of interment. Authorized transportation costs of deceased military personnel include the following: (T-0)

- 2.25.1. Removal of remains from place of death or the place the remains are released by the convening medical authority to the contract or preparing funeral home. (T-0)
- 2.25.2. Delivery of remains by the preparing funeral home to the common carrier or overland as indicated in [paragraph 2.26.2](#) (T-0)
- 2.25.3. Delivery of remains from the common carrier to the receiving funeral home or directly to a government cemetery. (T-0)
- 2.25.4. Delivery of remains from the receiving funeral home to the cemetery. (T-0)
- 2.25.5. Common carrier costs. (T-0)
- 2.25.6. Wooden or lightweight shipping container for caskets (only authorized for deaths outside CONUS). (T-0)
- 2.25.7. Consular fees, if required for shipment overseas. (T-0)

**2.26. Transportation of Remains within the fifty states and Puerto Rico.** The Mortuary Officer at the place of death, in conjunction with the transportation officer, will determine the method of shipment to the final destination within the fifty states and Puerto Rico which will be accomplished via commercial air or ground transportation. If the remains are to be shipped OCONUS, ensure the installation contract funeral home has the shipping requirements to a foreign country or you can contact the Port Mortuary, Dover AFB, DE for assistance in the shipping requirements. Regardless of the location of shipment, one of the following methods or a combination of methods will be used: (T-0)

- 2.26.1. Commercial Aircraft. Remains may be shipped within CONUS, arranged by contract mortuary/funeral home, using commercial documentation for movement. Commercial carriers require casketed remains be shipped in an outer shipping container. A wooden or lightweight outer shipping container (air tray) protects the casket and the remains during shipment. This is an authorized transportation expense. (T-0)
- 2.26.2. Hearse. A hearse will be used for ground transportation within CONUS, if commercial air is not available, or the cost for air travel is greater than the cost for ground transport. Ground transportation will be used within and outside CONUS, if requested by the PADD and they agree to pay any costs in excess of the cost to the government to transport the remains by air. **EXCEPTION:** The AFMAO Commander or Deputy Commander will be the waiver authority for authorizing other than hearse transportation for remains transported by ground transportation from the Port Mortuary, Dover AFB, DE. (T-0)
- 2.26.3. Government Aircraft. Government aircraft is only authorized for use in CONUS, including Alaska and Hawaii, for the removal of remains from an accident/incident location (a mass fatality incident) to the nearest adequate military installation for medical examination or as authorized in [paragraph 2.26.3.1](#). The aircraft commander will serve as the escort for transport for remains being taken to the Port Mortuary Dover AFB, DE. Remains will be transported in transfer cases. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but will be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12.

Place cases in three rows, each row stacked to a maximum of four. AMCI 24-101 V11, *Military Airlift Cargo and Mail*, provides more detailed transfer case shipping protocol. (T-0)

2.26.3.1. When the Mortuary Officer determines that a commercial mode will not meet mission requirements, or that DoD owned or controlled airlift support is most appropriate for the mission; for example, in the case of mass casualties or when multiple casualties are traveling to a common location at the same time (see [paragraph 2.28](#) for transportation of fatalities from combat theaters of operation). (T-0)

2.26.3.2. The use of DoD owned or controlled aircraft, other than as permitted in [paragraph 2.26.3.1](#), must be authorized at the Military Service Vice Chief of Staff (VCS) level. The Service VCS may authorize the use of their own organic airlift to transport remains. To use Air Force owned or controlled aircraft, the respective supported Service VCS will forward a request to HQ USAF/A1S. HQ USAF/A1S will staff the request to the VCSAF for approval/disapproval. The VCSAF may approve if resources are available. (T-1)

## **2.27. Transportation of Remains - OCONUS.**

2.27.1. Europe - Remains will be transported from the place of death to the nearest OCONUS mortuary facility or to the Port Mortuary, Dover AFB, DE, as directed by the Armed Forces Medical Examiner System (AFMES). The aircraft commander will serve as the escort for transport for remains within the COCOM or returning to Dover AFB, DE. Movement will be supported by military aircraft or military-contract aircraft, as available. The remains should be uncasketed and placed in a flag draped aluminum transfer case. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but will be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four. Remains are always loaded on an aircraft so as to travel head first. Remains will not be delayed or off-loaded en route except in a case of an emergency or as required by operational transfers and routing. Contact HQ USAF/A1S Mortuary Officer (DSN: 314-478-1258) to coordinate movement of Air Force remains for preparation and then onward movement to US Army Mortuary, Landstuhl, GE. **NOTE:** If transfer cases are stacked, flags will not drape cases. (T-0)

2.27.1.1. Remains processed in a mortuary, other than Landstuhl, within the European COCOM will be transported to Ramstein AB, GE for movement to US Army Mortuary, Landstuhl, GE for final preparation, dressing and cosmetizing, wrapping (if required), casketing and shipment with military escort via commercial carrier direct to destination designated by the PADD or as directed by AFMAO. (T-0)

2.27.1.2. Remains processed at US Army Mortuary, Landstuhl, GE will be completely prepared, restored, dressed, cosmetized, wrapped (if required), casketed and shipped with military escort via commercial carrier direct to destination designated by the PADD, or if instructions cannot be obtained from the PADD, as directed by AFMAO. (T-0)

2.27.1.3. AFMAO OL Mortuary Affairs Representative in Europe will establish the procedures for uniform/burial clothing acquisition, preparation and delivery to US Army

Mortuary, Landstuhl, GE for placement on the deceased and to comply with **paragraphs 2.27.1.1** and **2.27.1.2** (T-1)

2.27.1.4. AFMAO OL Mortuary Affairs Representative in Europe will ensure AFMAO and the active duty Air Force installation closest to the destination airport are apprised of the date/time, airline and flight number of the arrival aircraft and ensure an Honor Guard is planeside to execute a Dignified Arrival in accordance with **paragraph 2.19**. (T-1)

2.27.2. Pacific - Remains will be transported from the place of death to the nearest OCONUS mortuary facility or to the Port Mortuary, Dover AFB, DE, as directed by the Armed Force Medical Examiner System (AFMES). The aircraft commander will serve as the escort for transport for remains within the COCOM or returning to Dover AFB, DE. Movement will be supported by military or contract-military aircraft, if available. The remains should be uncasketed and placed in a flag draped aluminum transfer case. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but will be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four. Remains are always loaded on an aircraft so as to travel head first. Remains will not be delayed or off-loaded en route except in a case of an emergency or as required by operational transfers and routing. NOTE: If transfer cases are stacked, flags will not drape cases. (T-0)

2.27.2.1. Remains processed in a mortuary within the Pacific COCOM will be completely prepared, restored, dressed, cosmetized, wrapped (if required), casketed and shipped with military escort via commercial carrier direct to destination designated by the PADD. (T-0)

2.27.3. After coordination with AFMES, all efforts shall be made to route remains located in Iceland, Greenland, Antigua, Ascension, Azores, and locations in Latin and South America via military or military-contract aircraft directly to the Port Mortuary, Dover AFB, DE, whenever possible. Some OCONUS locations may require coordination between the losing unit, the Air Tactical Operations Center (ATOC), and in some cases, commercial mortuary services and commercial airlines. (T-0). **NOTE:** If the death occurred in a combat theater of operation and the remains are returned through the Dover AFB, DE, the PNOK may request a delay, if the delay does not exceed 12 hours, and a delay is approved by AFMES. (T-0)

**2.28. Transportation of Remains from the Port Mortuary, Dover AFB, DE.** Remains transported from the Port Mortuary will be accomplished by one of three modes of conveyance: (1) Military air or military-contracted aircraft for military personnel who die in a combat theater of operation only or succumb to injuries sustained in a combat theater of operation; (2) Commercial aircraft; or (3) Hearse. When feasible, remains will be shipped to the final destination as expeditiously as possible based upon the release from the AFMES and direction of the PADD. (T-0)

2.28.1. The remains of military personnel who die in combat theatres of operation will be transported to final destination via dedicated military air or military-contracted aircraft unless the PADD selects commercial air or hearse on CJMAB Form 4. (T-0)

2.28.1.1. If the death occurred in a combat theatre of operation and the remains are to be shipped from the Port Mortuary, Dover AFB, DE to an OCONUS location, a dedicated MilAir flight will be arranged solely for the purpose of the movement of the casketed remains and escort. It is permissible to transport more than one remains and escort on the same aircraft. (T-0)

2.28.1.2. The provision of dedicated military or military-contracted aircraft is extended to cover those Service members who initially survive their illness or injuries sustained in a combat theater of operation but die elsewhere from those injuries received or illness contracted in the combat theater of operation within 120 days (e.g., medical treatment facility in CONUS) and whose remains do not transit through Port Mortuary, Dover AFB, DE. (T-0)

2.28.2. The remains of military personnel who *do not* die in combat theaters of operation, and all other categories of deceased, whose remains will be transported a distance greater than 300 miles from the Port Mortuary, Dover AFB, DE will be flown via commercial aircraft. (T-0)

2.28.3. The remains of military personnel who *do not* die in combat theaters of operation, and all other categories of deceased, whose casket will be transported a distance less than 300 miles, will be transported overland via a hearse. (T-0)

**2.29. Stopover Requests.** Arrangements can be made to transport remains to a stopover location for a funeral service which is in direct route to the place of final interment, if requested by the PADD. The cost for transporting remains from the common carrier terminal to the funeral location and back to the common carrier terminal are expenses that must be paid by the PADD. However, these costs can be reimbursed from the secondary expense entitlement, up to the maximum reimbursement entitlement. **NOTE:** The Mortuary Officer will ensure the PADD understands the cost at the stopover funeral home, the receiving funeral home and at the cemetery, as the Secondary Expense Reimbursement Entitlement will seldom cover all cost incurred. (T-1)

**2.30. Prohibition of Arrival Ceremonies and Media Coverage.** There will be no arrival ceremonies for, or media coverage of, deceased military personnel returning to or departing from any military installation, to include interim stops en route to a stateside aerial port of entry. A Dignified Transfer (DT) will be held for service members who die in combat theaters of operation and whose remains are returning to the Port Mortuary, Dover AFB, DE. Additionally, the PNOK may elect to authorize media access to capture the DT at Dover AFB, DE. The Media Coverage can include DoD photography/videography coverage and/or public media or be limited to DoD coverage exclusively. The PNOK has the authority to exclude media access all together. AFI 36-3002, *Casualty Services*, provides specific guidelines in the DoD approved script for the PNOK to determine media access and other NOK afforded travel to witness the DT at Dover AFB, DE. (T-0)

2.30.1. A General Officer from the fallen Airman's functional community will attend the DT at Dover AFB, DE. All service members will receive proper honors for their service to their country at the interment site. (T-0)

**2.31. Dignified Transfer (DT) Travel Eligibility.** The PNOK will determine if family will attend the DT upon the arrival of a fallen Airman whose remains are returned through Dover

AFB, DE, from Combat Theaters of Operation. The travel entitlement is determined by the PNOK and includes (2) additional family members. . The FAR will travel to support the family to witness the DT as outlined in **paragraph 13.4.3**. **NOTE: Paragraph 2.31.3**. addresses additional family members. (T-0)

2.31.1. Each traveler is authorized round trip travel, lodging and per diem. **NOTE:** Travel is usually completed within 2 days. (T-0)

2.31.2. AFMAO/MA will make all arrangements and fund cost associated with family and/or FAR travel to witness each DT. (T-0)

2.31.3. The Secretary of the Air Force has delegated to the AFMAO/CC the authority to expand the number of eligible family member travelers when special circumstances are presented by the PNOK. The expansion of authorized travelers is limited to those authorized funeral travel listed in **Table 2.3, 1-5**. (T-0)

**2.32. Funeral Travel Eligibility.** Certain family members of military members in **paragraphs 2.2** through **2.6** are entitled to travel to attend their funeral or burial ceremony. **Table 2.3** identifies the individuals authorized travel and transportation to attend the funeral. **NOTE:** The families of cadets/midshipmen are not eligible for this travel entitlement. The burial ceremony is defined as: (T-0)

2.32.1. An interment in a grave or entombment in a mausoleum of casketed remains.

2.32.2. Inurnment of cremated remains in a grave or niche in a columbarium.

2.32.3. Body Not Recovered (BNR) Memorial Service. A memorial service that is held for an Airman whose remains are not recovered following declaration of death and which reimbursement for expenses associated with a memorial service is authorized (10 U.S.C. Section 1482). **NOTE:** This does not include travel to an installation or unit memorial service. (T-0)

2.32.4. The burial or interment of commingled remains that cannot be individually identified by the convening medical authority or the Joint POW/MIA Accounting Command (JPAC), to specific persons involved in a common incident. There must be at least one Airman that died in the incident whose individual identified remains are incomplete. Or there was at least one Airman involved in the incident and none of the remains have been individually identified to the Airman, thereby resulting in the inability to exclude the likelihood that a portion or portions of the Airmen remains are incorporated in the unidentifiable commingled remains. The burial or interment will be effected in a common grave, in a cemetery designated by AFMAO. Funeral travel is authorized. Refer to **paragraph 2.41** for additional guidance in group burials/interments. (T-0)

**Table 2.3. Individuals Entitled to Funeral Travel and Installation Memorial Service. (Joint Federal Travel Regulation U7260A.1. and U7260A.5.).**

<b>SEE PARAGRAPH 2.40 FOR SPECIFIC TRAVEL ENTITLEMENTS FOR FAMILY MEMBERS OF AIRMEN WHO BECAME VIETNAM WAR PRISONERS OF WAR (POWS) OR MISSING IN ACTION (MIA) AND LATER DECLARED DECEASED. (T-0)</b>	
<b>1</b>	The deceased member's surviving spouse (including a remarried spouse).
<b>2</b>	The deceased member's children, regardless of age, including : a. stepchildren b. adopted children c. illegitimate children. See <i>NOTE 1</i> .
<b>3</b>	The deceased member's parent or parents (as defined in 37 USC § 401(b)(2) includes: a. A natural parent of the member b. A step parent of the member c. A parent of a member by adoption d. A parent, stepparent, or adoptive parent of the spouse of the member e. Any other person, including a former step parent, who stood in loco parentis to the member for at least five years before the member became 21 years of age
<b>4</b>	The deceased member's siblings (natural, half, or adopted)
<b>5</b>	The person who directs the disposition (PADD) of the deceased member's remains under 10 USC §1482(c)
<b>6</b>	In the case of a deceased member who remains are commingled and buried in common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct disposition of the remains, <u>if individual identification had been made</u> ; and If no person covered by 1, 2, 3, or 4 is provided travel and transportation allowances, then no more than two persons, closely related to the deceased member who is selected by the PADD.
<b>7</b>	Attendant or Escort accompanying an eligible traveler provided travel and transportation allowances for travel to the burial ceremony for a deceased member will also be provided round trip travel and transportation allowances for travel to the burial ceremony if: a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; <b><u>and</u></b> b. There is no other eligible traveler of the deceased member traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5501-A1 and

	qualified to serve as the attendant or escort.
	<p><b>NOTE 1.</b> For the purposes of this instruction, the term “child” includes: a stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood). An adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption by the member.</p> <p>An illegitimate child of the member if the member’s parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned. If the member:</p> <ul style="list-style-type: none"> <li>- Admits parentage in writing.</li> <li>- Is judicially decreed (by other than a foreign court) the child’s parent.</li> <li>- Is judicially ordered by other than a foreign court to contribute to the child's support and the child is dependent on the member for over one-half of his or her support (proof of dependency is required).</li> </ul>

**2.33. Authorized Funeral Travel Allowances.** Allowances are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Authorized travel allowances include per diem for: (T-0)

2.33.1. Necessary travel to the funeral location. (T-0)

2.33.2. Reimbursement cannot exceed two (2) days at the funeral location. (T-0)

2.33.3. Necessary for travel returning to the point of origin. (T-0). **NOTE:** Refer to the JFTR, Volume 1 for per diem rate limits. Per diem is not payable when the eligible relatives’ residence and the burial site are in the local area, as defined in the JFTR, Part F, U3500, or when the total time from departure to return is 12 or fewer hours. In this case, they will be paid the POV mileage allowance only. Per diem is not authorized.

**2.34. Installation Memorial Service Travel Eligibility.** The installation commander, in conjunction with the commander of the unit of the deceased Airman, will determine whether or not an installation memorial service will be held. If an installation memorial service is held, the location is limited to the last permanent duty station of the deceased Airmen; excluding any combat theaters of operation. The entitlement is limited to attendance at one memorial service. Consideration must be given as to the date/time the installation memorial service is held to ensure no conflict with the arrangements the family has made for the funeral services for the fallen Airmen and to facilitate their attendance, should they desire to attend the installation memorial service. The individuals described in **Table 2.3** are authorized travel at government expense to attend the installation memorial service of eligible deceased members described in **paragraphs 2.2** through **2.6**. The authorized funeral travel allowances in section **2.33** apply to eligible travel to an installation memorial service. **NOTE:** All installation memorial services must be held within two (2) years of the date of death of the Airmen. The travel entitlement includes one or a combination of the following for round trip travel: (T-0)

2.34.1. Round Trip Airfare/Transportation in kind. Commercial transportation from the eligible travelers place of residence or place of notification of death to the commercial airport

servicing the installation where the Memorial Service is to be held and return to the travelers residence. (T-0). **NOTE:** No deviation from this route of travel is authorized nor should attempts be made to delay family members return travel to be on the same flight with the fallen Airmen, if a memorial service is held prior to the transfer of the deceased to the place of interment. The PADD should be encouraged to return home to begin making funeral arrangements.

2.34.2. Reimbursement for the cost of personally procured commercial transportation (subject to the provisions and limitations contained in the Joint Federal Travel Regulation (JFTR), Vol. 1). (T-0)

2.34.3. Automobile mileage rate for the official distance traveled by the eligible traveler. The current monetary allowance per mile for travel by privately owned vehicle (POV) to the commercial carrier terminal. If the persons authorized to travel lives in the local area of the installation or the total travel time from departure to return is 12 hours or less, refer to **NOTE** in section 2.33. for further explanation. (T-0)

2.34.4. For transoceanic travel, government transportation will be used to maximum extent possible. (T-0)

### ***Section 2F—Mortuary Entitlements for Military Members under Unusual Circumstances***

**2.35. Absent Without Leave (AWOL).** Members who die while AWOL are eligible for the same mortuary benefits as personnel who die on active duty, unless they are dropped from the active duty rolls prior to death. (T-0)

**2.36. A Military Member Dropped From the Rolls.** A military member who is dropped from the active duty rolls has no mortuary entitlements. The Air Force is not responsible for the remains or for the payment or reimbursement of any mortuary expenses. The PADD must arrange and pay for the disposition of the remains. There is no family travel authorization. (T-0)

**2.37. Undetermined Military Status.** If the status of a military member is undetermined, the Mortuary Officer will ask the PADD to make all arrangements for care and disposition of the remains and have them submit a claim to the Air Force (AFMAO/MA) for evaluation and reimbursement determination. (T-1)

**2.38. Death in a Veteran's Affairs (VA) Hospital.** When a military member dies in a VA medical facility, the nearest active duty Air Force installation will assume mortuary affairs responsibility. (T-1)

**2.39. Body Not Recoverable (BNR).** A BNR is any individual who has been declared dead and circumstances or conditions do not permit recovery of the remains. The decedent is entitled to a memorial service, military honors, funeral travel and the authorized number of interment flags and flag cases. The VA will provide a memorial marker for a government or a non-government cemetery memorial plot. The PADD will be reimbursed for memorial service expenses not to exceed the amount allowed for **Option 2 in Table 2.2**. **NOTE:** All claims for reimbursement of BNR memorial service expenses and family member travel must be made within two (2) years of the date of the declaration of death of the Airman who is also declared BNR. Even though there is no authorization for reimbursement of expenses associated with a memorial service or family member travel being held for an Airman who is BNR from past conflicts in Korea, Vietnam, and

the Cold War era, the family is still entitled to all other entitlements listed in **paragraph 2.39**. (T-0)

**2.40. Vietnam War Prisoners of War (POWs) or Missing in Action (MIA).** Families of military members who died while a POW or who have been designated as MIA during the Vietnam conflict, and whose remains are returned to the United States after 27 January 1973, are authorized funeral travel at government expense (United States includes Alaska, Hawaii, Puerto Rico, or any territory or possession of the US). Invitational travel will be issued. Family members authorized to travel to the funeral include: (T-0)

2.40.1. The surviving spouse, (including a remarried surviving spouse) of the deceased member. (T-0)

2.40.2. Child or Children of any age (See *NOTE* 1 in **Table 2.3**). (T-0)

2.40.3. Parent or Parents of the deceased member. (See *NOTE* 1 in **Table 2.3**). (T-0)

2.40.4. If no person described in **paragraphs 2.40.1** through **2.40.3** is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member may be provided travel and transportation allowances. (T-0)

**2.41. Group Burial/Interment.** The burial or interment of commingled remains that cannot be individually identified by the convening medical authority or the Joint POW/MIA Accounting Command (JPAC), to specific persons involved in a common incident. There must be at least one Airman that died in the incident whose individual identified remains are incomplete or there was at least one Airman involved in the incident and they were recovered incomplete or none of the remains have been individually identified to the Airman, thereby resulting in the inability to exclude the likelihood that a portion or portions of the Airmen remains are incorporated in the unidentifiable commingled remains. The burial or interment will be effected in a common grave, in a cemetery designated by AFMAO. The group burial/interment will not be scheduled until at least 30 days after the last individual funeral is held for any military member who died in the incident, unless specifically requested by a PADD and approved by AFMAO. Funeral travel is authorized for family members of the Airmen represented in the group as outlined in **Table 2.3**. (T-0).

2.41.1. If there are subsequently identified remains of any Air Force personnel, from a common incident, in which the PADD has elected to not be notified and further directed the Air Force to effect appropriate disposition and a group burial/interment still has to be effected, these remains **will be** included with the unidentifiable remains and buried together in a common grave as designated by AFMAO. (T-0). *NOTE:* If the group burial/interment has already been effected, the remains will be Retired at Sea in accordance with **2.43.2.2** (T-0)

2.41.2. If the incident also involved military members from another branch of Service, the senior Service of the military member(s) involved or the Service with the greatest number of fallen members, in that order or precedence, will be responsible to coordinate the group burial/interment service with any other Service, Agency or organization whose personnel also died in the common incident. (T-0)

2.41.3. If each Airman represented in the group interment was individually identified and all eligible flag recipients received their flag(s)/flag cases(s), at the individual funeral service, additional flags/flag cases will not be presented at the group interment service. (T-0)

2.41.4. A headstone or grave marker will be erected identifying the names of all of those for whom individual identifications or complete individual recovery could not be accomplished. **NOTE:** If another Service is coordinating the interment, they will be responsible to arrange for the placement of a headstone or grave marker. (T-0)

2.41.5. Remains designated as Group will be prepared and wrapped, in accordance with the DoD Performance Work Statement (PWS), and placed in a DoD Specification 18 gauge steel casket. (T-0)

2.41.6. Uniform. A uniform will be prepared and secured to the wrapped remains. (T-0)

2.41.6.1. Air Force Loss Incident. A Service Dress uniform will be prepared with all accoutrements, e.g., shoulder boards, epaulets, US insignia, and will display the rank of the senior member of the incident, who is represented in the group interment. No medals or ribbons will be affixed. (T-0)

2.41.6.2. Multi-Service Loss Incident. A Service coat from each Service represented will be prepared with all accoutrements (shoulder boards, epaulets, US insignia) and the rank of the senior member of each Service.. No medals or ribbons will be affixed. (T-0)

**2.42. Disinterment.** Disinterment and transportation will not be provided at Air Force expense unless the government temporarily interred the remains to comply with local health laws; the Mortuary Officer was unable to reach the PADD to obtain disposition instructions and AFMAO oversaw Service directed disposition; to identify unknown remains or to correct identification errors as approved by HQ USAF/A1S. Disinterment and transportation within CONUS requires special permission of the health authorities at the place of disinterment and in some instances at the point of destination. The Air Force *will not* assume any responsibility to exhume remains where disposition was directed by the PADD. (T-1)

**2.43. Subsequent Identified Remains/Portions.** Any portion of remains subsequently identified to a fallen Airman, in which disposition of the initially identified remains has previously been effected and disposition instructions are required from the PADD. (T-0). **NOTE:** The Air Force assumes all costs to effect disposition of the remains of Airmen which fall into this category.

2.43.1. If the PADD requests to be notified of the identification of subsequent remains/portions, he/she will be required to provide instructions to the Air Force in how they wish disposition to be effected. The PADD may direct the Air Force to: (T-0)

2.43.1.1. Place the remains in a suitable container (urn, infant casket, child's casket) and transfer them for burial above the initially identified remains for which disposition has previously been effected. (T-0)

2.43.1.2. Transfer the remains to a funeral home, he/she designates for subsequent cremation, at Air Force expense, with the Air Force providing an urn for placement of the cremated remains. (T-0)

2.43.1.3. Cremate the remains and place them in the selected urn to be delivered, by military escort, to the address provided. (T-0)

2.43.2. The PADD may request the Air Force to not notify them in the event subsequent remains/portions are identified and authorize the Air Force to effect appropriate disposition. The Air Force will effect appropriate disposition by: (T-0)

2.43.2.1. If the deceased was involved in an incident involving other personnel and a group burial/interment will be effected, the remains will be processed in accordance with **paragraph 2.41.1**. If disposition in accordance with **paragraph 2.41.1** is not an option, **THEN:**

2.43.2.2. Direct the DoD mortuary or contract funeral home to effect cremation of the subsequent identified remains/portions. The cremated remains will be placed into a sea salt urn which will be delivered to the US Coast Guard or US Navy for Retirement at Sea.

2.43.2.2.1. Retirement at Sea occurs when a sea salt urn is taken out to sea and placed into the ocean; the sea salt urn dissolves and the cremated remains are disbursed into the ocean. **NOTE:** If a PADD, who previously elected to not be notified of the identification of subsequent remains/portions, contacts AFMAO he/she will be advised of the method of disposition of subsequently identified remains, upon their request, once it has been established that the requester is in fact the PADD. (T-0)

**2.44. Retained Organ(s).** Any organs retained by medical authorities for extended study to assist in determining the cause/manner of death. If the Air Force is advised of the organ retention, and once the remains are ready for release by the medical authorities, these remains require appropriate disposition. The PADD must provide written instructions in the disposition. **NOTE:** The Air Force assumes all cost to effect disposition of the remains of Airmen which fall into this category. (T-0)

2.44.1. The PADD may direct the Air Force to carry out disposition in accordance with **paragraph 2.43.1.2** or any of the options listed in **paragraph 2.43.2**. (T-0)

## Chapter 3

### MORTUARY ACTIONS FOR DECEASED MILITARY PERSONNEL

#### *Section 3A—Recovery of Remains and Initial Mortuary Actions*

**3.1. Purpose.** This chapter prescribes Mortuary Officer actions required for deceased active duty military personnel.

**3.2. Mortuary Officer Actions (to Include Government Morticians) Which Will Not be Delegated.**

3.2.1. Briefing the PADD. (T-0)

3.2.2. Verifying remains are positively identified. (T-0)

3.2.2.1. Visual ID. When circumstances of death allow, the unit commander, first sergeant, supervisor, or other individual deemed appropriate by the Mortuary Officer, must visually identify the deceased and sign DD Form 565, *Statement of Recognition of Deceased*. (T-0)

3.2.2.2. When the remains cannot be identified IAW **paragraph 3.2.2.1**, the deceased must be identified through one of the following scientific means: (T-0)

3.2.2.2.1. DNA.

3.2.2.2.2. Dental comparison (Ante mortem/Post mortem).

3.2.2.2.3. Finger and/or foot prints.

3.2.3. Inspecting remains, casket, urn and shipping container (air tray) if movement is by air. (T-0). **NOTE:** Mortuary Officers in locations served by DoD mortuaries are not required to accomplish remains inspections. The government morticians are required to prepare remains in compliance with the DoD PWS and accomplish the remains inspection documentation for the mortuary case file. (T-0)

**3.3. Actions upon Notification of a Death.** When notified of an active duty death, the Mortuary Officer at the active duty installation nearest the place of death will:

3.3.1. Open a new mortuary case file and document pertinent information in the mortuary log to include the date and time of the call and the location and condition of the remains. Determine who has jurisdiction over the remains and start the AF Form 57, *Mortuary Guide*. (T-1). **NOTE:** If the PADD is geographically separated from the location of death, the Mortuary Officer at the active duty installation closest to the PADD will also create a mortuary case file to record all actions completed on his/her part. (T-1)

3.3.2. Immediately notify AFMAO/MA for deaths that result from suicide, homicide, or aircraft accidents. (T-1)

3.3.2.1. Contact AFMAO/MA at (800) 531-5803 to report any aircraft mishap with loss of life or mass fatality. AFMAO/MA will initiate a response to provide overarching support to the Mortuary Officer and the installation S&R team. (T-1). **NOTE:** The Mortuary Officer will keep the PNOK/PADD informed daily on the status of identification and progress of S&R (if S&R is required). (T-1)

3.3.3. Verify the remains have been positively identified. (Refer to **paragraphs 3.2.2.1, 3.2.2.2, 7.2, and 7.3** for instructions on establishing positive ID). If remains cannot be positively identified and local ID support is not available, the Mortuary Officer will contact AFMAO/MA for ID guidance. (T-1)

3.3.4. If the decedent sustained disfiguring head or facial injuries, the Mortuary Officer will immediately verify if and how positive ID was made and will notify AFMAO/MA of verification. If remains cannot be identified, the Mortuary Officer will contact AFMAO/MA for ID assistance. The Mortuary Officer will not brief the PADD on mortuary entitlements until the remains have been recovered and positively identified. In the interim, the Mortuary Officer will keep the PADD informed daily on the status of identification and progress of S&R (if S&R is required). (T-1)

**3.4. Recovery and Movement of Remains.** The Mortuary Officer will determine how to recover and move the remains, depending upon the situation. Initial movement of remains will be accomplished in the following manner:

3.4.1. On Base. If a death occurs on a military installation and, under federal jurisdiction, and it has been determined an autopsy is not required IAW **paragraph 3.4.1.1**, mortuary affairs personnel will arrange for the transportation of remains to the appropriate location (contract funeral home or DoD mortuary). Initial movement of remains is accomplished as follows: (T-1)

3.4.1.1. Once a physician pronounces death at the location of death or the Medical Treatment Facility (MTF), he/she prepares the death certificate, and gains a decision regarding an autopsy. The MTF or Medical Group must notify the local coroner or medical examiner to ensure a burial, removal, or transit permit is issued allowing for the forward movement of remains. The Installation Commander and/or Medical Group Commander, in consultation with the AFMES, will determine if an autopsy is to be performed. If an autopsy is to be performed at the MTF, the Medical Group provides transportation of the deceased from the site of death (or presumed death). If an autopsy will not be performed at the MTF, then mortuary affairs is responsible for arranging transportation of remains. Upon release of remains by the conveying medical authority, mortuary funds will pay for transportation costs of the remains to the preparing funeral home. (T-1)

3.4.2. Off-Base. In the event of an off-base death, local civil authorities exercise control over the movement of remains. Once local authorities release the remains, Installation Commander and/or Medical Group Commander, in consultation with AFMES, will determine if an autopsy is to be performed. (T-1)

3.4.2.1. If an autopsy is not required, mortuary affairs personnel will arrange for transport of the remains from the place of death or local holding site, to the contract funeral home or DoD mortuary. (T-1)

3.4.2.2. If an autopsy is directed by the Installation Commander, Medical Group Commander or requested by the Office of Special Investigations (OSI), contact AFMAO to coordinate for installation funding to cover the remains transportation cost. (T-1)

3.4.2.3. If an autopsy is directed by AFMES, AFMAO/MA will provide guidance to the installation Mortuary Officer regarding the movement of remains within CONUS.

USAFE/A1 Mortuary Officer will provide guidance to the installation Mortuary Officer regarding the movement of the remains within the Europe Theater. The PACAF Regional Medical Examiner will provide guidance to the installation Mortuary Officer regarding the movement of remains within the Pacific Theater for autopsy. (T-1)

3.4.2.3.1. Mortuary Officer Responsibilities to Facilitate the Delivery of Armed Forces Medical Examiners System Autopsy Reports/Photos. (T-2)

3.4.2.3.1.1. For deaths under the jurisdiction of the Armed Forces Medical Examiners System (AFMES), the spouse, child(ren), parent(s) and/or brother(s)/sister(s) may request a copy of the AFMES autopsy report. Additionally, they may request copies of the associated autopsy photos. AFMAO/MA will coordinate with the mortuary officer and provide a copy of the request form for all cases under AFMES jurisdiction. (T-2)

3.4.2.3.1.2. The form allows the requester to designate a representative to receive the report/ photos for delivery to them. During completion of the request form, the mortuary officer should never impose his/her opinions regarding the family member's receipt of the report/photos but should encourage allowing personal delivery of the report to them.(T-2)

3.4.2.3.1.3. If the mortuary officer is to personally deliver the report, he/she will at no time break the seal on the report/photo envelope(s). The mortuary officer will deliver the sealed envelope(s) to the recipient and may remain, if requested, while the requester reviews the report and/or photos. If there are any questions or concerns regarding the report, the mortuary officer will make notes of the questions and contact AFMAO/MA at (800)531-5803 for further assistance. (T-2)

3.4.3. Mass Fatalities/Aircraft Mishaps On Base. The Mortuary Officer will contact AFMAO/MA at (800) 531-5803 to report mass fatality or any aircraft mishap with loss of life. AFMAO/MA will initiate a response to provide overarching support to the Mortuary Officer and the installation S&R team. (T-1)

3.4.3.1. All deceased and those subsequently pronounced dead at the scene will remain at the site of death pending release by the Incident Commander or Interim Board President for aircraft mishaps. Remains will be disturbed as little as possible so as not to destroy evidence. Following release of remains by the Incident Commander or Interim Board President, mortuary affairs personnel will arrange for the transport of remains to the nearest facility with a morgue as determined by AFMES and in coordination with the MTF commander. MTF personnel may assist if it will not interfere with patient care activities. (T-1)

3.4.4. Mass Fatalities/Aircraft Mishaps Off-Base. The Mortuary Officer will contact AFMAO/MA (800) 531-5803 to report any mass fatality or any aircraft mishap with loss of life. AFMAO/MA will initiate a response to provide overarching support to the Mortuary Officer and the installation S&R team. Mass fatalities will be handled according to local MOAs and in coordination with the AFMES. (T-1)

3.4.5. Movement of Remains for Reprocessing. If civil authorities have transferred remains to a funeral home for postmortem examination and embalming without Air Force or PADD

direction, the Mortuary Officer will arrange for the remains to be moved to the installation contract funeral home to be reprocessed IAW DoD remains preparation standards, dressing and casketing, if directed by the PADD. (T-1)

3.4.6. Death Aboard an Aircraft, Train, or Ship. All efforts shall be made to ensure the remains are removed at the first stop.

3.4.6.1. The Mortuary Officer at the Air Force installation closest to the remains will coordinate the care and transportation of the fallen Airman to the destination designated by the PADD; and pay primary mortuary expenses. **NOTE:** Must coordinate with Mortuary Officer referenced in **paragraph** 3.4.6.3. (T-1)

3.4.6.2. If the decedent's home station is other than the installation providing primary and secondary mortuary support, the Mortuary Officer at the home station will arrange/pay for eligible installation memorial service travel. (T-3)

3.4.6.3. The Mortuary Officer at the Air Force installation closest to the PADD will brief the PADD and obtain disposition instructions; pay secondary mortuary expenses; arrange/pay for eligible funeral travel. **NOTE:** Must coordinate with Mortuary Officer referenced in **paragraph** 3.4.6.1. (T-1)

3.4.7. Movement of Remains OCONUS. Movement will be accomplished according to local agreements (Status of Forces Agreements, STANAGS, etc.). (T-0)

3.4.8. Notification for Movement of Remains to the Aerial Port The Air Mobility Command (AMC) traffic representative at the originating terminal will send the remains movement notification immediately upon determination of the transportation schedule. Schedule changes will be reported promptly. If a delay occurs en route, the airfreight officer at the station of delay will notify the Aerial Port and other concerned offices of the reason for the delay and the new estimated time of arrival at the Aerial Port. The shipping installation will provide remains movement information by e-mail to AFMAO Command, Control, and Communications (C3) Center organizational box, [AFMAO.OpsCenter@us.af.mil](mailto:AFMAO.OpsCenter@us.af.mil), and the applicable Service. (T-1)

3.4.8.1. AIR FORCE: AFMAO/MA, Dover AFB, DE for government contractors, Air Force military, civilian personnel, and retirees, including dependents of any of the previously listed personnel; Comm (302) 677-3982 and via organizational email: [AFMAO.MA@US.AF.Mil](mailto:AFMAO.MA@US.AF.Mil).

3.4.8.2. ARMY: Casualty and Mortuary Affairs Operations Center (CMAOC), Ft. Knox, KY for Army military, civilian personnel, Army retirees and dependents; Comm (800) 626-3317.

3.4.8.3. NAVY: Navy Personnel Command (BUPERS), Millington, TN for Navy military, civilian personnel, Navy retirees and dependents; Comm (901) 619-8157.

3.4.8.4. MARINE CORPS: HQ PERSCOM, Quantico, VA for Marine Corps military, civilian personnel, Marine Corps Retirees and dependents; Comm (800) 847-1597.

3.4.8.5. COAST GUARD: HQ USCG/G-PSI, US COAST GUARD Washington DC 20590 for Coast Guard members; (800) 222-0364.

**3.5. Verification of Military Status and Entitlements.** A member of the Mortuary Affairs office will contact the Casualty Assistance Representative (CAR), Military Personnel Section (MPS) and deceased member's unit.

3.5.1. Obtain information listed in the deceased member's records to determine the PADD and Person Eligible to Receive Effects (PERE). The Virtual Record of Emergency Data (vRED) must be obtained from the CAR to determine who the member designated as the PADD. IAW AFI 34-511, *Disposition of Personal Property and Effects*, the Mortuary Officer will determine PERE based on the members surviving family or as directed in a Will. (T-1)

3.5.2. Verify the decedent's military status to confirm eligibility for active duty mortuary entitlements, prior to briefing the PADD. (T-1)

3.5.3. Obtain a list of the decedent's awards, decorations, and badges for the uniform. Verification must be made with the losing unit if they are going to process a posthumous decoration package to ensure the awards/decorations on the uniform represent the most current awards/decorations. (T-1)

**3.6. Initial Contact With the PADD.** The Mortuary Officer at the active duty installation closest to the PADD will verify that the CAR has notified the PADD. . Once it has been determined the PADD has been notified, the Mortuary Officer will contact the PADD within two hours of confirmation of the notification. The initial contact may be limited to the Mortuary Officer introducing themselves, explaining their role in supporting the PADD in the care and return of the fallen Airman, advising the PADD of the location for the fallen Airman, and the expected timeline for the care and return of the fallen. Additionally, the Mortuary Officer will provide contact numbers and set up an appointment to brief the entitlements. The PADD will not be contacted after 2200 hours local or before 0800 hours unless he/she specifically requests contact or unique circumstances necessitate contact. (T-1) NOTE: The PADD briefing will not be conducted until positive identification has been completed and the contract funeral home has advised the Mortuary Officer on viewability. This information will enable the Mortuary Officer to provide a more complete briefing and extend entitlements as appropriate to the death circumstances (e.g., whether remains can be dressed or will require wrapping; type of casket that can be utilized based on remains condition).

**3.7. Securing Personal Property and Effects.** The Mortuary Officer will request that the decedent's squadron commander locate and secure personal property and effects under government control pending the appointment of an SCO. If the decedent's residence and/or property are located off base and the PERE is not present or does not live with the deceased, the appropriate civil authority (i.e., coroner, police, fire, sheriff etc.) will be contacted. (T-1). **NOTE:** Per AFI 36-3026 V1-IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, the Identification (ID) Card will not be surrendered to the PERE or any surviving family member. It will be surrendered to the nearest issuing activity. AFI 36-3026V1\_IP, Table 2.2., Item 4. exception: upon request to issuing activity, NOK may obtain the CAC for an individual who has perished in the line of duty.

**3.8. Summary Courts Officer (SCO) Appointment.** The Mortuary Officer will request the Installation Commander appoint a SCO to carry out duties IAW AFI 34-511 and assist the Person Eligible to Receive Effects (PERE) with disposition of the personal property and effects of the decedent. (T-1)

**3.9. Appointment of a FAR.** The Mortuary Officer at decedent's home station ensures a FAR is appointed by the Installation Commander to carry out duties IAW Chapter 13. Within 24 hours of appointment, the Mortuary Officer assigning the FAR will ensure AFMAO/MA is notified of the FAR, name, unit of assignment, phone number via initial or supplemental death messages. (T-1)

**3.10. Submitting the Initial Death Report.** AFMAO/MA must be notified of the deaths of all Air Force personnel listed in **paragraphs 2.2.** through **2.6.** An initial death report must be submitted using e-mail with "Request a read receipt" for each sent message to addresses in **paragraphs 3.10.1** through **3.10.6** Refer to **Table 3.1** for the required information and format. To insure prompt notification, also fax the initial death message to AFMAO/MA at the following commercial number: (302) 677-2767 or DSN (312) 445-2767. In addition, call AFMAO/MA at the following number: commercial (800) 531-5803. The initial death report must be submitted as soon as the Mortuary Officer closest to the location of death learns of a death. Reporting will not be delayed because identification has not yet been confirmed. The death will be reported as Believed to Be (BTB). Addressees will include: (T-1)

3.10.1. AFMAO/MA at the following organizational box: [AFMAO.MA@US.AF.Mil](mailto:AFMAO.MA@US.AF.Mil).

3.10.2. The installation's servicing Defense Finance and Accounting Service (DFAS).

3.10.3. MAJCOM/A1.

3.10.3.1. Air National Guard Members are to be reported to NGB/A1S, Air National Guard Readiness Center, Andrews AFB MD; Comm (301) 981-6001. The 24/7 Mortuary Manager can be reached at (240) 645-5624.

3.10.4. AFPC/DPFC.

3.10.5. HQ USAF/A1S, for aircraft accidents, homicides, suicides, mass fatality incidents, deaths occurring in a FSS facility or of FSS personnel.

3.10.6. USAF Mortuary Okinawa or Port Mortuary, Dover AFB, DE, as info addressee, for OCONUS deaths.

**Table 3.1. Initial Death Message – Required Information Format**

Item	Required Information
1.	Name, rank or grade and SSN, of the deceased active duty member.
2.	Time, date and place of death.
3.	The status and location of remains. For the status, use abbreviator words. Refer to <b>Attachment 1</b> for definitions of abbreviated words.
4.	Whether or not there were or will be any S&R and ID actions. If so, describe the status in detail.
5.	If the cause of death disfigured the member's facial features, specify how the member was identified or BTB if not identified.
6.	Name/Rank of FAR, unit of assignment, cell and work phone numbers.

**3.11. Supplemental Messages.** Supplemental messages will be sent to report changes in status, preparation and interment information, location of remains and S&R and identification actions, (if applicable) or any other subsequent information. Supplemental reports will be sent by e-mail with “Request a read receipt” to [AFMAO.MA@US.AF.Mil](mailto:AFMAO.MA@US.AF.Mil) and to the MAJCOM/A1. When tasking a base for military honors, the base providing honors will be included as an info addressee. For OCONUS deaths include USAF Mortuary Okinawa or Port Mortuary Dover AFB, DE as info addressee. As many messages as necessary, will be sent. The following information will be included in supplemental death reports: (T-1)

**Table 3.2. Supplemental Death Message Format**

Item	Required Information
1.	The decedent’s full name, rank and SSN.
2.	Flight itinerary for the remains/escort.
3.	Tasking to the Honor Guard with AOR responsibility for the destination airport to provide appropriate honors for the Dignified Arrival.
4.	The name and location of the receiving funeral home.
5.	The name of the cemetery.
6.	The base providing funeral honors, specific honors requested and flag recipients.
7.	The names and travel arrangements of persons authorized funeral travel.
8.	The date and place of birth.
9.	Awards, decorations and badges.
10.	Total Active Federal Military Service Date (TAFMSD).
11.	Status of remains.
12.	Transportation of remains.
13.	Escort schedule.

***Section 3B—Disposition, Preparation and Casketing***

**3.12. PADD Entitlements Briefing.** The Mortuary Officer at the closest active duty installation to the PADD will provide a face-to-face PADD briefing on all authorized mortuary entitlements and explain those who are entitled funeral travel (**Table 2.3**). Prior to meeting with or briefing the PADD, the Mortuary Officer briefing the PADD must ensure they are adequately prepared with specific facts including, but not limited to: Current location of the deceased, condition of remains, approximate time when remains will be available for return to destination designated by the PADD, the biographical data required to complete the state death certificate (CONUS deaths) where the death occurred. The Mortuary Officer must know the mortuary entitlements authorized for active duty military personnel, prepare an AF Form 57, *Mortuary Guide*, and know what they will ask the PADD regarding their disposition preferences, using the PADD Briefing Guide located on AFMAO Sharepoint. During the briefing, the Mortuary Officer must be sensitive; answer questions clearly; avoid discussing issues Casualty Affairs will

address (i.e. death gratuity, SGLI, unpaid leave and allowances, survivor benefit payments) and be prepared to forward questions to other appropriate agencies. (T-1)

**3.13. Actions When the PADD Makes Arrangements Prior to the Disposition Briefing.** There are times when the PADD has made arrangements for the decedent prior to the Air Force entitlements briefing. The extent to which these arrangements have actually been fulfilled determines entitlement and reimbursement options.

3.13.1. If the PADD has made arrangements, but the remains have not yet been released to the funeral home, the Mortuary Officer will promptly brief the PADD on the entitlements, thereby giving the PADD the opportunity to adjust the arrangements. Refer to **Table 2.1** for authorized expenses and reimbursements. (T-1)

3.13.2. If the PADD has made arrangements and the remains have been removed and prepared by a funeral home prior to the entitlements briefing, the Mortuary Officer will advise the PADD on the appropriate reimbursement entitlement allowance under Option 5 and provide the PADD a DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, for claim submission. (T-1)

**3.14. If PADD Relinquishes Right to Disposition.** If the person designated by the deceased member wishes not to fulfill the responsibilities of the PADD, he or she must relinquish his /her right to direct disposition in writing. (T-1)

3.14.1. The person wishing to relinquish his/her rights cannot name a replacement PADD to act in their place. The Mortuary Officer will refer to the list of persons in **paragraphs 1.12.1** through **1.12.9** to determine the person in the highest relationship priority to the deceased and he/she will be designated as the PADD. (T-1)

**3.15. Cremation.** The PADD may request the deceased to be cremated and, if requested, the Air Force will support this request by preparing and casketing the deceased in a solid hardwood cremation casket and then shipping the deceased in a flag draped casket, with an escort, to the destination designated by the PADD where cremation can be accomplished through the receiving funeral home at Air Force expense IAW applicable statutory provisions. **NOTE:** The Port Mortuary, Dover AFB, DE or any additional Port Mortuary established by the AF, may only cremate the subsequent identified portions of a remains, or retained organs of a military member covered under Title 10, USC, when: (1) The PADD, PNOK or Sponsor directed cremation on the *CJMAB Form 1, Form 3 or Form 8*; (2) The PADD, PNOK or Sponsor requested service directed disposition or medical disposition of subsequently identified remains or remains retained for extended study by the AFMES, as directed on the *CJMAB Form 1, Form 3 or Form 8*; or (3) Non-testable or unidentifiable remains are released for medical disposition by the AFMES. (T-0)

3.15.1. The Mortuary Officer will explain the option to the PADD for the use of a specification solid walnut or bronze urn to be shipped with the deceased for placement of the cremated remains by the receiving funeral home. (T-1)

3.15.1.1. Ensure the DoD mortuary or contractor engraves the urn with: rank, first, middle initial, last name, day, month and year of birth, and day, month and year of death of the deceased, as stipulated in **Example 1**. The engraved letters/numbers will be block style and not less than one-half (1/2) inch in height. If the rank and name cannot be completed on the same line, place the rank on the line above the name. If the day, month

and year of birth and day, month and year of death cannot be completed on the same line, center each below the line containing the first, middle initial, last name as stipulated in **Example 2**. **EXCEPTION:** If the PADD request, the initial of the first name may be used followed by the full middle name and last name. Under no circumstances will nicknames, call-signs or other engraving requests be granted. (T-1)

**Figure 3.1. Examples**

<b>EXAMPLE 1:</b>	CAPT JOHN J. DOE 10 MARCH 1970-10 MARCH 2000
<b>EXAMPLE 2:</b>	CAPT JOHN J. DOE 10 MARCH 1970 10 MARCH 2000

3.15.1.2. The urn must be positioned in the foot end of the casket for shipment. The receiving funeral home and escort must be advised of the urns placement in the casket to ensure it is removed prior to the cremation. (T-1)

3.15.1.3. A cremation permit, issued by the Medical Examiner, Coroner or Department of Vital Statistics with jurisdiction over the deceased, must be sent to the receiving funeral home, with the escort, to ensure no delay in effecting cremation. The Air Force is responsible for the cost of the cremation permit. (T-1)

**3.16. Release of Remains to the Funeral Home.** If the PADD requests the Air Force to arrange preparation of remains and has provided written disposition instructions, the remains will be released to the contract funeral home. The Mortuary Affairs office will provide contract funeral home with PADD's disposition instructions, including casket or urn selection, uniform or other burial clothing selection, receiving funeral home name and address, and military escort information. (T-1)

**3.17. Reprocessing Remains Prepared Without PADD or Air Force Direction.** If civil authorities have transferred remains to a funeral home for postmortem examination and the remains were embalmed without Air Force or PADD authorization, the Mortuary Officer at the installation closest to the deceased will arrange for the reprocessing, dressing or wrapping and casketing of the remains, IAW DoD PWS, if directed by the PADD. Contract mortuary services or a DoD mortuary will be used. If there are no contract services near the place of death and the primary expense amount is more than the Government Purchase Card (GPC) micro purchase amount, use a purchase order to arrange for mortuary services. If under the GPC micro purchase amount, use the GPC. Ensure mortuary services and supplies conform to the DoD PWS, Armed Forces specifications and conditions of Mortuary Services Contracts. See AFMAO Sharepoint for information on PWS and [paragraph 9.16](#) for the contracting process. If the PADD does not want the Air Force to provide primary mortuary service support, the Mortuary Officer will extend Option 5 and provide the PADD a DD Form 1375 for claim submission. (T-1)

**3.18. Direct Consignment to a Government Cemetery.** If the PADD requests remains be directly consigned to a government cemetery, the Mortuary Officer will contact AFMAO/MA for guidance. (T-1)

**3.19. Inspection of Remains, Casket and Shipping Container (CONUS).** The Mortuary Officer at the closest active duty installation to the deceased will ensure the remains of a deceased active duty Airman are inspected as listed in **paragraphs 3.19.1** through **3.19.4**. These inspections and associated documentation will be accomplished without delay so remains can be shipped as soon as possible and IAW DoD PWS, Armed Forces specifications and conditions of Mortuary Services Contracts on the AFMAO Sharepoint. The reverse side of the DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*, will be used as a guide. The Mortuary Officer will be available at all times, including Sundays and holidays to perform the inspection. The Mortuary Officer will ensure: (T-1)

3.19.1. Pre-embalming Inspection. The Mortuary Officer will meet with the contract mortuary representative and/or embalmer when the deceased arrives at their facility to determine the viewability of the deceased, the timeline for completion of all aspects of preparation and the estimated timeline for movement to destination. **NOTE:** If a question arises regarding the ability to embalm the remains, immediately contact AFMAO/MA at (800) 531-5803 for assistance. (T-1)

3.19.2. Post-Embalming Inspection. The Mortuary Officer will complete a thorough inspection of remains following completion of the embalming but prior to the dressing of remains. Ensure the contract funeral home embalmer has prepared the remains by employing arterial, cavity, and other embalming chemicals into the arterial system, by hypodermic injection, cavity packs and submersion in the treatment of all remains to provide the maximum preservation and disinfection of all body tissues, including those associated with body cavities (internal organs). (T-1)

3.19.2.1. The eyes and mouth will be closed to present a natural expression. All body surfaces will be free of any evidence of debris or signs of medical treatment. All traumatic areas and incision must be sutured and sealed to ensure there are no signs of leakage of fluids from the remains. If the Mortuary Officer has a question or concern regarding the remains preparation, immediately contact AFMAO/MA at (800) 531-5803 for assistance. **NOTE:** All remains that will be dressed in a uniform or authorized civilian clothing will be placed in Unionalls following the Post-Embalming Inspection. (T-1)

3.19.2.2. It is recognized the Mortuary Officer is not an embalmer or expert in remains preparation, but serves to ensure the contract funeral home embalmer certifies that they have prepared the deceased remains IAW Air Force standards as delineated in the PWS. (T-1)

3.19.3. Post Dressing Inspection. The Mortuary Officer or alternate will insure all attempts are made to place the deceased in the clothing directed or provided by the PADD. If the trauma sustained in death is such that the remains cannot be restored to a viewable condition, all efforts will be made to dress the deceased and isolate the wrapping required to address the portion of remains unable to be restored, e.g., head trauma. (T-1)

3.19.3.1. Ensure the appearance of the clothing is neat and there is no evidence of soiling. (T-1)

- 3.19.3.2. When the wrapping cannot be isolated to a particular area and a full body wrap is required, it will be accomplished IAW DoD PWS and conditions of Mortuary Services Contract which can be accessed at the AFMAO Sharepoint. (T-0)
- 3.19.4. Post Casketing Inspection. The Mortuary Officer will insure viewable remains are placed in the casket to present the appearance of natural repose; wrapped non-viewable remains will be placed in the casket with the remains placed in the correct anatomical position with the clothing selected by the PADD displayed on top of the wrapped remains and secured to the wool blanket with safety pins to ensure the clothing does not shift during movement to the destination. (T-1)
- 3.19.5. The shipment of remains is expedited. (T-1)
- 3.19.6. The contractor certifies services and supplies furnished under the contract meet the specifications before delivery or shipment of the remains and completes the data on the reverse side of DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*. (T-1)
- 3.19.7. The contractor signs and dates the certification on DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*, and the Mortuary Officer signs the prescribed block. (T-1)
- 3.19.8. The contractor provides fifteen (15) certified copies of State Death Certificate to the Mortuary Officer. The cost associated with the death certificates will be included in the contract.
- 3.19.9. Ensure the contract funeral home or AFMAO prepares and distributes a DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*. The original will be placed in the mortuary case file. (T-1)
- 3.19.10. Ensure the contract funeral home or AFMAO obtains a burial/transit permit and it is shipped with the decedent. (T-0)
- 3.19.11. If the PADD indicates, cremation will be accomplished at destination, ensure the contract mortuary or AFMAO obtains a cremation authorization/permit from the coroner/medical examiner/convening medical authority or Department of Vital Statistics granting authorization for cremation at the receiving funeral home IAW statutory provisions. (T-0). **NOTE:** DD Form 2062, *Record of Preparation and Disposition (Outside CONUS)*, will be used for remains prepared by an Air Force contractor or a mortuary outside the CONUS. The preparing mortuary or contractor will retain one copy and send the original with the remains to the Port Mortuary, Dover AFB, DE. The Port Mortuary will retain a copy of the completed form and send the original to AFMAO/MA. Mortuary Officers in OCONUS locations, served by DoD mortuaries, are not required to accomplish remains inspections. The government morticians are required to prepare remains in compliance with the DoD PWS and accomplish the remains inspection documentation for the Mortuary Case File.

### ***Section 3C—Summary Courts Officer and Escort Actions***

**3.20. SCO Briefing.** In locations where the deceased had personal property, the Mortuary Officer will brief a SCO on their duties, provide a copy of AFI 34-511, *Disposition of Personal*

*Property and Effects*, and provide the name, address and phone number of the PERE. The SCO will be advised that all property actions will be completed within 90 days of appointment, unless an extension of an addition period, not to exceed 90 days, is granted by the Installation Commander.

3.20.1. Any request for an extension beyond the 180 days authorized herein, will be forwarded to AFMAO/MA for coordination, and much be accompanied by a written justification, installation JAG comments/concurrence, installation commander concurrence, and needs to be submitted NLT 2 weeks in advance of the 180-day deadline. Final approval will reside at the AF/A1S level. AF/A1S will provide a written decision to both AFMAO and the requesting installation FSS/CC. The SCO actions will be suspended and tracked by mortuary affairs personnel. (T-1)

**3.21. Escort Selection and Approval.** The Mortuary Officer briefing the PADD will approve military escort requests for the following:

3.21.1. A CONUS-based military escort to accompany the remains of a military member who has died in CONUS and who will be shipped to a CONUS destination. (T-0)

3.21.2. For an OCONUS military member to escort the remains to the Port Mortuary, Dover AFB, DE and on to a CONUS destination, if the escort is assigned to the same OCONUS area as the decedent. In this instance, the Mortuary Officer will provide AFMAO/MA, MAJCOM and Port Mortuary, Dover AFB, DE, with the identification and travel itinerary of the selected escort. **NOTE:** AFMAO is authorized to request personnel from other installations within a 100-mile radius, regardless of command, to provide escort support on a TDY basis. (T-0)

**3.22. Special Escorts.** If the PADD requests a CONUS member, a member assigned to a different OCONUS area than that of the deceased member, or a member of another branch of service to escort an OCONUS deceased member, the request will be referred to AFMAO/MA for coordination. (T-0)

**3.23. Escort Briefing.** The Mortuary Officer or mortuary technician from the shipping installation will brief the escort on their duties, instruct him/her to read AFPAM 34-504, *Escorting Deceased Air Force Military Personnel*, and provide escort the following: (T-1)

3.23.1. A copy of AFPAM 34-504, *Escorting Deceased Air Force Military Personnel*, which provides instruction for draping, folding, and presenting the flag at graveside should they be requested to do so by the PADD.

3.23.2. Two copies of DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*.

3.23.3. A copy of VA Form 40-1330, *Claim for Standard Government Headstone or Marker*.

3.23.4. A copy of AF Form 1947, *Escort Report*.

3.23.5. A Cremation Permit, if applicable. The escort will provide receiving funeral home the cremation permit, issued by the Medical Examiner, Coroner or Department of Vital Statistics with jurisdiction over the deceased. **NOTE:** For cases where cremation has been requested by the PADD, the Mortuary Officer needs to ensure that the escort has been briefed

that the urn is placed in the foot panel of the casket to ensure removal prior to cremation. (T-1)

**3.24. Escort Travel Arrangements.** The escort's travel arrangements will start at the place of assignment or residence, proceed to the shipping installation, then on to the final destination and finally return to the place of assignment or residence. The Mortuary Officer at the shipping installation will: (T-1)

3.24.1. Ensure the escort is crossed organization in DTS to utilize mortuary funds to pay travel cost. The escort's DTS administrator will generate order ensuring "Escort for Remains" is annotated in the remarks section.

3.24.2. Authorize travel by commercial air (coach class), per diem and lodging while en route to and from, and at the final destination. If coach class is not available in time to assure delivery of the remains to meet the funeral and disposition commitments, the Mortuary Officer provide an e-mail request for one-way first-class/business class travel to [AFMAO.MA@US.AF.Mil](mailto:AFMAO.MA@US.AF.Mil) and call (DSN 445-3982) explaining the basis for the requirement. AFMAO/MA will process the request to HQ USAF/A1S, the approval authority.

### *Section 3D—Interment Actions*

**3.25. Arranging the Dignified Arrival.** The Mortuary Officer arranging shipment of the remains will arrange for seven uniformed members to be present at the receiving airport to appropriately handle the transfer of the casket from the aircraft to the next mode of transportation. Six personnel will move the casket and the seventh will render a salute as the casket is being transferred. The Honor Guard at the Air Force installation closest to the destination airport is responsible for providing support for dignified arrival specific procedures, which can be accessed via the Honor Guard section of the AFMAO Sharepoint. A Dignified Arrival is not required for remains being transferred overland via hearse. (T-0)

**3.26. Arranging Military Funeral Honors.** The Mortuary Officer who briefed the PADD will contact the installation responsible for providing military funeral honors, where the interment will be effected, to notify them of the requirement as soon as practicable. The Mortuary Office must also include the number of additional flags to be provided, in addition to the flag draping the casket, and the total number of flag cases required for presentation. If honors will be provided in the local AOR, the Mortuary Officer will pass the requirement to the Honor Guard OIC/NCOIC. If the deceased is entitled to, and the PADD requests a flyover, refer to **paragraph 8.44.** for eligibility and **Section 8E** for required actions. (T-1)

3.26.1. The case(s) will be provided to the authorized recipients before they depart the location of interment or the location military funeral honors are rendered, in the absence of an interment. If family members who are eligible to receive flags and hardwood flag cases do not attend the funeral, interment or are not present at the location military funeral honors are rendered, the flags/flag cases will be forwarded to the Mortuary Officer at the installation nearest the eligible recipient. The Mortuary Officer will ensure each is hand delivered by an installation Honor Guard member. (T-1). **NOTE:** For burials at ANC, the Mortuary Officer will task the Air Force Honor Guard to provide the additional flags and all flag cases for presentation.

**3.27. Applying for the Government Furnished Headstone.** The Department of Veterans Affairs will provide a headstone, upon receipt of a completed application, at no cost to the PADD.

3.27.1. Interment in a Nongovernment Cemetery. When interment is to be made in a civilian cemetery, the Mortuary Officer will provide the escort with a VA Form 40-1330, *Claim for Standard Government Headstone or Marker*, to be provided to the PADD. A copy of the form can be obtained from <http://www.cem.va.gov>. The application will be requested and submitted by the interested party responsible for receiving and erecting the marker at the grave. The application requires signatures of the PADD, the person receiving the marker and/or the cemetery official. Cemetery personnel will order the headstone or marker upon inscription approval by the PADD. (T-1)

3.27.2. Interment in a Government Cemetery. When interment is made in a government cemetery, the superintendent of the cemetery prepares the necessary form for supply of the final marker for the grave, whether individual or group interment.

3.27.3. Interment in an Air Force Cemetery. The Mortuary Officer responsible for receiving and erecting the marker at the grave will submit VA Form 40-1330, *Claim for Standard Government Headstone or Marker*, when interment is made in an Air Force cemetery. (T-1)

**3.28. Burials OCONUS.** For burials OCONUS, three copies of DD Form 2062, *Record of Preparation and Disposition (Outside CONUS)*, will be completed for all remains prepared or processed by Air Force mortuaries or by an Air Force contractor. The original will be forwarded to AFMAO/MA with item 43 filled in to read “*Disposition of remains was accomplished in (give geographical location).*” The Mortuary Officer handling the case will retain one copy and forward one copy to AFMAO/MA or the parent service. (T-1)

### ***Section 3E—Transportation of Remains and Funeral Travel***

**3.29. Shipping Remains to Final Destination in CONUS.** Mortuary Affairs personnel, at the shipping installation, will coordinate with the contract funeral home to make flight arrangements for the remains, and include the cost on their bill to the Air Force. The funeral home will notify the Mortuary Officer or Technician of flight itinerary. Escort movement must be coordinated with remains movement which may not be on a government city pair fare but will be approved by the DTS approving official and Commercial Travel Office (CTO) to ensure no delay in movement of remains to final destination. NOTE: If for some reason the installation CTO is making remains and escort movement schedule, the first available flight, regardless whether it is a government city pair fare, must be utilized to expedite the return of the deceased to their family. (T-1)

**3.30. Shipping Remains from Origin in OCONUS.**

3.30.1. Europe.

3.30.1.1. Remains will be transported from the place of death to the nearest OCONUS mortuary facility or to the Port Mortuary, Dover AFB, as directed by the Armed Force Medical Examiner System (AFMES). The aircraft commander will serve as the escort for transport of remains within COCOM or returning to Dover AFB, DE. Movement will be supported by military aircraft or military-contract aircraft, as available. The remains should be uncasketed and placed in a flag draped aluminum transfer case. No cargo will

be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but will be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four. Remains are always loaded on an aircraft so as to travel head first. (T-1)

3.30.1.1.1. Remains will not be delayed or off-loaded en route except in a case of an emergency or as required by operational transfers and routing. (T-1)

3.30.1.1.2. If the death occurred in a combat theater of operation the PNOK may request a delay, if the delay does not exceed 12 hours, and a delay is approved by AFMES. (T-1)

3.30.1.2. Remains processed in a mortuary within the European COCOM, but other than Landstuhl, will be transported to Ramstein AB, GE for movement to US Army Mortuary, Landstuhl, GE for final preparation, dressing, cosmetizing, wrapping (if required), casketing and shipment with military escort via commercial carrier direct to destination designated by the PADD or as directed by AFMAO. (T-1)

3.30.1.3. Contact HQ USAFE/A1S Mortuary Officer (DSN: 478-1258) to coordinate movement of remains for preparation and then onward movement to US Army Mortuary, Landstuhl, GE. (T-1)

3.30.1.4. Remains processed at US Army Mortuary, Landstuhl, GE will be completely prepared, dressed, cosmetized, wrapped (if required), casketed and shipped with military escort via commercial carrier direct to destination designated by the PADD, or if instructions cannot be obtained from the PADD, as directed by AFMAO. (T-1)

### 3.30.2. Pacific

3.30.2.1. When AFMES directs remains be moved directly to the Port Mortuary, Dover AFB, DE for medical examination, the remains shall be transported by military or contract-military aircraft, if available. The remains should be uncasketed and placed in a flag draped aluminum transfer case. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but will be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four. Remains are always loaded on an aircraft so as to travel head first. (T-1)

3.30.2.1.1. Remains will not be delayed or off-loaded en route except in a case of an emergency or as required by operational transfers and routing. (T-1)

3.30.2.1.2. If the death occurred in a combat theater of operation the PNOK may request a delay, if the delay does not exceed 12 hours, and a delay is approved by AFMES. (T-1)

3.30.2.2. Remains processed in a mortuary within the Pacific COCOM will be completely prepared, dressed, cosmetized, wrapped (if required), casketed and shipped with military escort via commercial carrier direct to destination designated by the PADD. (T-1)

**3.31. Notification of Movement of Remains to Final Destination.** When the remains are ready to ship, the installation Mortuary Affairs office will send a supplemental message informing the appropriate agencies, to include the installation(s) with AOR for the arrival airport and Military Funeral Honors of remains movement and include the information in **Table 3.3** below. (T-1)

**Table 3.3. Remains Movement Message Format.**

Item	Required Information
1.	Decedent's name, rank or grade, SSN.
2.	Status (active duty, dependent, employee, etc.)
3.	Organization, employment, or sponsorship data
4.	PADD and relationship information, if the decedent is a dependent
5.	Whether remains are in a transfer case or casket and are viewable or non-viewable
6.	Transfer Case Number if shipped to/from overseas
7.	Flight number, estimated departure time and estimated time of arrival at the aerial port
8.	Priority designator for return of transfer case, if applicable and any other information that will assist the aerial port
9.	OCONUS Shipment. Shipment information for remains of Air Force military personnel from CONUS to overseas or between two overseas points. The AFMAO Port Mortuary Officer or the Mortuary Officer at the place of death, as applicable, will notify the PADD, the US Air Attaché Office, the receiving funeral director or government cemetery, AFMAO/MA and the MAJCOM/A1 of the movement schedule, at the earliest possible time

**3.32. Sending the Instruction Letter to the Receiving Funeral Home.**

3.32.1. Letters for recommended viewable remains. The shipping installation Mortuary Officer or Port Mortuary, Dover AFB, DE will fax and/or email, followed up by a phone call, a letter to inform the receiving funeral director of the condition of the remains. The Mortuary Officer or Port Mortuary will also provide instructions for DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, for authorized expenses reimbursement. For a sample format, go to the AFMAO Sharepoint site. (T-1)

3.32.2. Letters for recommended non-viewable remains. The shipping Mortuary Officer or Port Mortuary, Dover AFB, DE will fax and/or email a letter, followed up by a phone call, to inform the receiving funeral director of the condition of the remains. Recommended non-viewable remains will include those with full body or head wrap, and may include those with a semblance of a limb, when recommended non-viewable by the preparing embalmer. The Mortuary Officer or Port Mortuary will also provide instructions for DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, for authorized expenses reimbursement. For a sample format, go to the AFMAO Sharepoint. (T-1) **NOTE:** The Mortuary Officer or

Port Mortuary, Dover AFB, DE representative must ensure that it is never written or implied in verbal communications with the PADD or receiving funeral director that the Air Force prohibits the opening of a closed casket after arrival at the receiving funeral home. It is the right of the PADD to make arrangements with the receiving funeral director to have the casket opened, unless state law prohibits it.

**3.33. Funeral Travel Assistance.** The Mortuary Officer who briefed the PADD will also assist persons authorized funeral travel with their travel arrangements to attend the funeral. Refer to [paragraph 2.32](#) for additional information on Funeral Travel. The Mortuary Officer will:

3.33.1. Prepare Invitational Travel Orders citing authorized points and modes of travel. If any authorized traveler is an active duty member or DoD civilian employee, the Mortuary Officer or Mortuary Technician will submit to a traveler's home unit a funding authorization, certified by the FSS/RA, to be loaded into DTS to generate travel orders. If appropriate, instruct the CTO to wire Government-arranged airline tickets to the ticket counter at the airport nearest the traveler. The format for Invitational Travel Orders can be found on the AFMAO Sharepoint. (T-1)

3.33.2. Assist authorized travelers with completing and filing DD Form 1351-2, *Travel Voucher or Sub Voucher*, for travel expense reimbursement. (T-1)

3.33.3. Installations operating under MAJCOMs requiring the use of DTS for all travel will create orders and file vouchers IAW MAJCOM published policies.

**3.34. Installation Memorial Service Travel Assistance.** The Mortuary Officer at the last permanent duty station of the deceased will assist persons authorized travel with their arrangements to attend the Installation Memorial Service. Refer to [paragraph 2.34](#) for additional information on Memorial Service Travel. The Mortuary Officer will: (T-1)

3.34.1. Prepare Invitational Travel Orders citing authorized points and modes of travel. If any authorized traveler is an active duty member or DoD civilian employee, the Mortuary Officer or Technician will submit to a traveler's home unit a funding authorization, certified by the FSS/RA, to be loaded into DTS to generate travel orders. If appropriate, instruct the CTO to wire Government-arranged airline tickets to the ticket counter at the airport nearest the traveler. The format for Invitational Travel Orders can be found on AFMAO Sharepoint. (T-1)

3.34.2. Assist authorized travelers with completing and filing DD Form 1351-2, *Travel Voucher or Sub Voucher*, for travel expense reimbursement. (T-1)

3.34.3. Installations operating under MAJCOMs requiring the use of DTS for all travel will create orders and file vouchers IAW MAJCOM published policies.

### ***Section 3F—Group Interment and Body Not Recovered (BNR) Actions***

**3.35. Group Burial/Interment.** A group interment involves the interment of commingled unidentified remains of two or more persons. It is possible in an incident involving multiple fatalities that remains may be individually identified and sent home for individual burial, and additional commingled remains are designated as a group interment involving all incomplete remains. There may be instances when no remains are individually identified due to the condition of the commingled remains and a group interment accounts for the individuals

involved in the incident. A group interment will be recommended when the convening medical authority or Joint POW/MIA Accounting Command (JPAC) determines that portions of remains from an incident involving at least one Airman and at least one other person cannot be individually identified and segregated. The burial or interment will be effected in a common grave, in a cemetery designated by AFMAO. Funeral travel is authorized for family members of the Airmen represented in the group as outlined in **Table 2.23**. (T-1)

3.35.1. Cemetery Designation for group burial/interment. Once it has been determined remains will be buried as a group, AFMAO/MA will:

3.35.1.1. Designate the cemetery to be used for a group interment.

3.35.1.2. Notify the commander concerned of the cemetery selected.

3.35.1.3. Coordinate selection of the cemetery with the other Military Services or agencies, when personnel other than Air Force deceased are included in this group.

3.35.1.3.1. If persons without a mortuary entitlement are included in a group burial/interment, as defined in **paragraph 3.35.**, the family shall be apprised of the date/time/location of the group burial/interment. The Air Force cannot provide travel entitlements to attend the service, flag(s)/flag case(s) or reimbursement for secondary expense items. (T-0)

3.35.2. Notifying the PADD When Death Occurs in CONUS. The Mortuary Officer, in coordination with AFMAO/MA, will notify the PADD of the arranged group interment. This information will be conveyed by letter and include a statement the remains cannot be individually identified, the name and address of cemetery selected for burial, and provision for transportation of relatives at government expense to attend the burial service. The authorized reimbursement entitlement for expenses is the same as the entitlement for direct consignment to a government cemetery. (T-1)

3.35.3. Notifying the PADD When Deaths Occur OCONUS. AFMAO/MA will advise the PADD that a group interment will be arranged.

3.35.4. Casketing Remains for Group Interment. The number of caskets to be used for the group must be coordinated between the installation concerned and AFMAO/MA. Upon receipt of request for a group interment, AFMAO will contact the installation Mortuary Officer concerned by telephone to inform them of the following:

3.35.4.1. Number of caskets to be used will be dependent on the volume of remains designated for group disposition. All efforts will be made to use a single casket for interment but additional caskets may be used if determined to be required by AFMAO/MA staff to adequately accommodate remains.

3.35.4.2. The remains will be prepared and wrapped IAW the DoD PWS and this instruction regarding the preparation of non-viewable/wrapped remains. (T-0)

3.35.4.3. The amount placed in each casket should be of proportionate weight. (T-0)

3.35.4.4. Each casket and shipping case will carry identification papers reflecting the name, rank and service number of all deceased in the group. (T-0)

3.35.5. Interment Flags/Flag Cases for Group Burial/Interments. Each casket containing group designated remains will be draped with a flag. These flags will not be presented but

will be retained by the Air Force. A flag will be presented and a flag case will be provided to the PADD of each Airman represented in the group. In the event an Airman represented in the group was not individually identified and an individual interment service was not previously held, a flag will be presented and a flag case will be provided to each eligible recipient according to [paragraph 2.17](#). The flags will be presented upon conclusion of the committal service and the flag cases will be provided prior to their departure from the interment location. (T-0)

3.35.6. NOK Travel for Group Burial/Interments. AFMAO will serve as the lead agency coordinating group burial/interment services, involving only Air Force personnel, and will coordinate for the issuance of invitational travel orders and transportation. A separate transportation request indicating the class of ticket and accommodations authorized will be issued for the travel of each person. (T-0)

3.35.6.1. If transportation is not procured by a US government transportation request, the individual will be reimbursed for the actual transportation expenses for commercial travel. (T-1)

3.35.6.2. If travel is to be made by privately owned vehicles, the owner or operator of a vehicle will be reimbursed at the authorized rate for the official distance traveled provided determination has been made that use of privately owned vehicle is more advantageous to the government. The owner or operator of the vehicle must submit a signed statement that he or she was the owner or operator of the vehicle and was primarily responsible for the operating expense thereof. (T-1)

3.35.6.3. Payment of transportation expenses will be made by citation of appropriate funds by the activity arranging for the transportation of these relatives. Authorized transportation expenses will not exceed the transportation allowances authorized for temporary duty travel in Joint Travel Regulations, Vol 2, Chapter 5, part c, unit 5501, for members of the Armed Forces while traveling on official business. (T-0)

**3.36. Body Not Recovered (BNR).** The Mortuary Officer, nearest the place of the incident, will provide AFMAO/MA a summary of events by e-mail to [AFMAO.MA@US.AF.Mil](mailto:AFMAO.MA@US.AF.Mil). It will include a summary of the S&R efforts, circumstances explaining why remains are not recoverable at the present time, and information concerning probability of additional S&R actions and recovery at a later date. MAJCOM/A1 and Air Force Casualty Office (AFPC/DPFC) will be the information addressee on all summary messages. Information addresses will be "PRIORITY" precedence. If and when search efforts are resumed or the remains are recovered at a later date, AFMAO/MA will be notified by e-mail of such events and circumstances. The Mortuary Officer closest to the PADD will: (T-1)

3.36.1. Brief the PADD on BNR status and BNR Memorial Service entitlements. The reimbursement for a BNR memorial service is not to exceed the reimbursement entitlement of [Table 2.2, Option 2](#). (T-0)

3.36.2. Arrange a BNR memorial service, if requested. (T-1)

3.36.3. Present a flag and hardwood flag case to eligible recipients ([paragraphs 2.17](#) and [2.18](#)). (T-0)

3.36.4. Memorial Plots. Provide the PADD with a VA Form 40-1330, *Claim for Standard Government Headstone or Marker*, and advise them to submit the form to set aside a memorial plot in government cemeteries, where memorial markers can be erected. VA Form 40-1330 will also be used for installation of a memorial marker in a nongovernment cemetery. (T-1)

3.36.5. The PADD may elect to purchase a memorial marker from a commercial source for placement in a nongovernment or private cemetery. (T-1)

3.36.6. The Mortuary Officer will inform the PADD they must file a claim for reimbursement for costs incurred to conduct the memorial service within two years after the date of death or within two years of being notified of the death, whichever is later. (T-1)

### **3.37. Final Mortuary Officer Actions.**

3.37.1. The Mortuary Officer who appointed the FAR will obtain the FAR's log of events upon completion of his/her duties and file in the established mortuary case file and upload the respective records in the appropriate tabs in Defense Casualty Information Processing System (DCIPS). (T-1)

3.37.2. The Mortuary Officer, who appointed the SCO, must ensure SCO has completed all actions; reviewed the SCO file; staffed SCO file through the SJA for review and to the wing commander for signature closing the SCO file. Once closed, ensure the SCO file is included in the mortuary case file (AFI 34-511, *Disposition of Personal Property and Effects*, and [Attachment 3](#)) and upload the respective records in the appropriate tabs in DCIPS. (T-1)

3.37.3. Payment of Expense Incident to the Death of an Airman and NOK Funeral Travel.

3.37.3.1. The Mortuary Officer who arranged for the preparation of remains must ensure all Primary Mortuary Expenses covered in *Section 2B—Entitlements – Primary Expense Items* are paid. (T-1)

3.37.3.2. The Mortuary Officer who briefed the PADD must ensure all Secondary Expenses covered in *Section 2C—Entitlements – Secondary Expense Items* and NOK Funeral Travel claims are paid/reimbursed. (T-1)

3.37.3.3. The Mortuary Officer at the last home duty station of the fallen Airman must ensure NOK installation memorial service travel claims are paid/reimbursed. (T-1)

3.37.4. Each Mortuary Officer will retain the original mortuary case file, for the action he/she completed, locally for the remainder of the current calendar year and one additional calendar year and then retire IAW AFI 33-364, *Records Disposition-Procedures and Responsibilities*, to the National Archives. (T-1). **NOTE:** Depending on the location of death and the location of the PADD, the same Mortuary Officer may accomplish all actions in [paragraph 3.37](#) or there could be up to three different Mortuary Officers providing support in a single case.

## Chapter 4

### ELIGIBILITY AND ENTITLEMENTS FOR OTHER CATEGORIES OF PERSONNEL

**4.1. Purpose and Eligibility.** This chapter describes mortuary entitlements for: dependents of active duty personnel, retirees (see [section 4.4](#) for eligibility), dependents of retirees (see [section 4.5](#) for eligibility), APF civilian employees (see [section 4.6](#) for eligibility), dependents of APF civilian employees-OCONUS only; Non-Appropriated (NAF) employees-OCONUS only; dependents of NAF employees-OCONUS only; contractors employed by the Air Force-OCONUS only; dependents of contractors employed by the Air Force-OCONUS only; American Red Cross and USO employees-OCONUS only; dependents of American Red Cross and USO Employees-OCONUS only; foreign national civilian employees; other eligible US citizens; dependents of other eligible US citizens; military prisoners; indigent or unclaimed persons; interned enemy aliens; members of another branch of service; US Coast Guard and Uniformed Services; and foreign military members. (T-0)

**4.2. Entitlements—Transportation of Remains.** For the decedents listed in [paragraph 4.1](#) remains will be transported from the place of death to the place of interment at government expense, to include the cost of the shipping container. [Table 4.1](#) provides the method of transportation that will be provided based upon the location or place of death. (T-0)

**Table 4.1. Authorized Modes of Transportation**

Origin	Mode of Transportation
USAFE	For remains located OCONUS, under United States Air Forces in Europe (USAFE), that are prepared and casketed by a DoD mortuary within European COCOM are to be transported by commercial carrier direct to destination designated by the PADD or sponsor. The only exception to this policy is when the Armed Forces Medical Examiner System directs the movement of remains to Dover AFB, DE for a medico-legal death investigation.
PACAF	For remains located OCONUS, under United States Air Forces in the Pacific (PACAF), casketed remains, prepared by Air Force Mortuary, Okinawa or a DoD mortuary located in Guam or Korea are to be transported by commercial carrier direct to destination from these locations. The only exception to this policy is when the Armed Forces Medical Examiner System directs the movement of remains to Dover AFB, DE for a medico-legal death investigation.
CONUS	For remains within CONUS, including Alaska and Hawaii, the Mortuary Officer at the place of death, in conjunction with the transportation officer, will determine the method of shipment to the final destination within CONUS by commercial carrier or ground transportation, or to the aerial port, if OCONUS. Contact AFMAO/MA for the requirements for shipping to a foreign country.
<p><b>NOTE: OCONUS Interment.</b> If the sponsor chooses to bury dependents OCONUS the Air Force will not pay costs for subsequent disinterment or transportation of the remains to CONUS or another place of interment. The sponsor must be advised of this fact and will also be advised that any desired assistance for subsequent disinterment and shipment will be requested from the Department of State, Office of Overseas Citizens Services.</p>	

**Table 4.2. Reimbursable Mortuary Services Options**

	<b>Option</b>	<b>Reimbursable Service</b>
<b>1.</b>	If a DoD mortuary prepares the remains and AFMAO Port Mortuary, Dover reprocesses.	Remains will be returned to the Port Mortuary, Dover AFB, DE in a transfer case. AFMAO/PM will provide reprocessing services, a casket and a shipping case. The sponsor will reimburse the government for all preparation and casket costs involved. <b>NOTE:</b> Transfer case and casket shipping container for dependents of active duty military personnel and civilian employees will be furnished at government expense.
<b>2.</b>	If a DoD mortuary prepares the remains and a funeral director reprocesses.	The remains will be returned to the Port Mortuary, Dover AFB, DE in a transfer case. The sponsor will designate a funeral director of his or her choosing (who can be a contract funeral director) to receive the remains at Dover and move the remains to their establishment to provide services and supplies as directed by the sponsor. The sponsor will pay all costs.
<b>3.</b>	Remains of infants and children prepared and casketed OCONUS	Remains will be returned to CONUS by common carrier (commercial air) and will be shipped directly from the overseas location to final destination. The remains need not be consigned to the Port Mortuary, Dover AFB, DE for reprocessing and/or transshipment.

**4.3. Dependents of Active Duty Personnel.**

4.3.1. Dependents of Active Duty Personnel Eligibility. All deceased dependents of Air Force active duty members (other than for training) have certain mortuary entitlements. In order to establish eligibility, deceased dependents must be registered in DEERS and require the issuance of a death certificate. (T-0)

4.3.1.1. Neonatal deaths, stillborn, miscarriages and spontaneous abortions, require the issuance of any of the following documents: state death certificate, DD 2064, *Certificate of Death Overseas*, may be used as substantiation to meet the eligibility requirement. If none of the preceding documentation exists and available hospital records substantiate the fetal weight at 350 grams or greater or the gestation period was 20 weeks or longer, then remains transportation will be authorized. (T-0)

4.3.1.2. Fetal demise as the result of an elective abortion will not be covered. (T-0)

4.3.2. Dependents of Active Duty Personnel Entitlements. All Air Force dependents are entitled to reimbursement of transportation of remains expenses from the place of death to the place of interment designated by the sponsor. The outside shipping container will also be reimbursed at government expense. **NOTE:** The outer shipping container is considered a transportation expense. (T-0)

4.3.3. Dependents of Active Duty Personnel OCONUS. If the death occurs OCONUS, dependents are entitled to payment of consulate fees for shipping documents and sealing the casket, shipping container or air tray, in addition to the transportation entitlement in **paragraph 4.3.2.** (T-0)

4.3.3.1. The sponsor may request the dependent be prepared in a DoD mortuary; casket; shipping container or air tray; cremation and urn; all on a reimbursable basis, when local commercial facilities and supplies are not readily available or are cost prohibitive. (T-0).

**NOTE:** Mortuary Officers at OCONUS installations must maintain a price list for mortuary services and supplies available at government mortuaries on a reimbursable basis. (T-0)

4.3.3.2. The sponsor will arrange for a funeral home to receive the remains upon arrival at the airport designated and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery, should the sponsor elect not to use a government cemetery. (T-0)

4.3.3.3. Dependent(s), defined in **Table 4.3**, can also travel on the same aircraft to the aerial port of entry (APOE) only and have up to one year to return on AMC aircraft/chartered aircraft to original origin. (T-0)

4.3.4. A dependent of an active duty Air Force member will be entitled interment in a government cemetery. The sponsor will be required to sign a letter of commitment that he/she will be buried in the grave with their dependent upon their death. The dependent's name will be placed on the reverse side of the VA headstone/grave marker in a government cemetery. (T-0) **NOTE:** A dependent of an active duty Air Force member is not entitled to a VA headstone or grave marker for placement in a non-government or private cemetery. The sponsor will have to make arrangements with the funeral home or cemetery to procure a headstone or grave marker at their expense for placement in a non-government or private cemetery.

Table 4.3. Dependents

The term "dependent", with respect to a member or former member of a uniformed service, means (USC 10 Section 1072)(2):	
1.	Spouse
2.	Unremarried widow
3.	Unremarried widower
4.	A child who, (i) Has not attained the age of 21; (ii) Has not attained the age of 23, is enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary and is, or was at the time of the member's or former member's death, in fact dependent on the member or former member for over one-half of the child's support; or (iii) is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member under clause (i) or (ii) and is, or was at the time of the member's or former member's death, in fact dependent on the member or former member for over one-half of the child's support;
5.	A parent or parent-in-law who is, or was at the time of the member's or former member's death, in fact dependent on him for over one-half of his support and residing in his household;
6.	The unremarried former spouse of a member or former member who on the date of the final decree of divorce, dissolution, or annulment, had been married to the member or former member for a period of at least 20 years during which period the member or former member performed at least 20 years of service which is creditable in determining that member's or former member's eligibility for retired or retainer pay, or equivalent pay;
7.	A person who is the unremarried former spouse of a member or former member who performed at least 20 years of service which is creditable in determining the member or former member's eligibility for retired or retainer pay, or equivalent pay, and on the date of the final decree of divorce, dissolution, or annulment before April 1, 1985, had been married to the member or former member for a period of at least 20 years, at least 15 of which, but less than 20 of which, were during the period the member or former member performed service creditable in determining the member or former member's eligibility for retired or retainer pay;
8.	A person who would qualify as a dependent under <b>paragraph (7)</b> but for the fact that the date of the final decree of divorce, dissolution, or annulment of the person is on or after April 1, 1985, except that the term does not include the person after the end of the one-year period beginning on the date of that final decree;

9.	An unmarried person who (a) Is placed in the legal custody of the member or former member as a result of an order of a court of competent jurisdiction in the United States (or a Territory or possession of the United States) for a period of at least 12 consecutive months; (b) Either - (1) Has not attained the age of 21; (2) Has not attained the age of 23 and is enrolled in a full time course of study at an institution of higher learning approved by the administering Secretary; or (3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member or former member under this subparagraph pursuant to sub clause (1) or (2); (c) Is dependent on the member or former member for over one-half of the person's support; (d) Resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the administering Secretary may by regulation prescribe; and (e) Is not a dependent of a member or a former member under any other subparagraph.
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**4.4. Retirees.** A former military member entitled to retired or equivalent pay.

4.4.1. Retiree Eligibility CONUS. The retiree must die while admitted as an inpatient to a military medical treatment facility located in the United States to be eligible for reimbursement of remains transportation. (T-0)

4.4.2. Retiree Entitlement CONUS. The Air Force will provide reimbursement for remains transportation expenses from the place of death to a point no further distant than the last permanent residence (not home of record) within the fifty states, Commonwealth of Puerto Rico and possessions and territories of the United States. Transportation may not be provided to a place outside the United States. Any amount paid will not exceed the cost of transportation from the place of death to the decedent's last place of permanent residence. The cost of an outer shipping container will also be reimbursed at government expense. **NOTE:** If the permanent residence is located where the death occurs, only local transportation is authorized, e.g., transportation from the hospital/medical examiner/coroner's office to the funeral home to a funeral service and on to a cemetery and/or crematory. (T-0)

4.4.2.1. The PNOK must pay all cost for care and disposition of the remains through the funeral home and cemetery, should the PNOK elect not to use a government cemetery.

4.4.3. Retiree Entitlement OCONUS. Retirees that die while living OCONUS may be provided transportation at government expense from an APOE outside the United States to a point of entry in the United States on a space-available basis on military or military-chartered aircraft. (T-0)

4.4.3.1. The PNOK may request the deceased be prepared in a DoD mortuary; casket; shipping container or air tray; cremation, if requested by the PNOK; and urn all on a reimbursable basis. (T-0)

4.4.3.2. The PNOK must arrange for a funeral home to receive the remains upon arrival at the APOE and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery, should the PNOK elect not to use a government cemetery.

4.4.3.3. Dependent(s), defined in **Table 4.3**, can also travel on the same aircraft to the APOE only and have up to one year to return on AMC aircraft/chartered aircraft to original origin. (T-0)

4.4.4. An Air Force retiree may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US flag and a VA headstone or marker. The VA will provide the flag and headstone/marker for military retirees. The funeral director assisting the PNOK will obtain the flag from the local postmaster and complete the VA 40-1330, *Claim for Standard Government Headstone or Marker*. The PNOK is required to provide the funeral home a copy of the retirees final DD-214 in order to apply of the flag and headstone/marker. **NOTE:** A retiree is not authorized a hardwood flag case. (T-0)

4.4.5. Retirees that die in a VA medical facility or a civilian hospital are not entitled to benefits at Air Force expense. Questions concerning eligibility should be referred to AFMAO/MA. There may be certain benefits available to them through the VA, so refer the NOK to the VA for determination of eligibility. (T-0)

**4.5. Dependents of Retirees.** A dependent of a former military member entitled to retired or equivalent pay.

4.5.1. Dependent of a Retiree Eligibility CONUS. The dependent of a retiree must die while admitted as an inpatient to a military medical treatment facility located in the United States to be eligible for reimbursement of remains transportation. (T-0)

4.5.2. Dependent of a Retiree Entitlement CONUS. The Air Force will provide reimbursement for remains transportation expenses from the place of death to a point no further distant than the last permanent residence (not home of record) within the fifty states, Commonwealth of Puerto Rico and possessions and territories of the United States. Transportation will not be provided to a place outside the United States. Any amount paid will not exceed the cost of transportation from the place of death to the decedent's last place of permanent residence. The cost of an outer shipping container will also be reimbursed at government expense. **NOTE:** If the permanent residence is located where the death occurs, only local transportation is authorized. (T-0)

4.5.2.1. The sponsor or PNOK must pay all cost for care and disposition of the remains through the funeral home and cemetery, should the PNOK elect not to use a government cemetery. (T-0)

4.5.3. Dependent of a Retiree Entitlement OCONUS (Registered in DEERS). Dependents of a Retiree that dies while living OCONUS may be provided transportation at government expense from a place outside the United States to a point of entry in the United States on a space-available basis on military or military-chartered aircraft. (T-0)

4.5.3.1. The sponsor or PNOK may request the deceased be prepared in a DoD mortuary; casket; shipping container or air tray; cremation, if requested by the PNOK; and urn all on a reimbursable basis. (T-0)

4.5.3.2. The sponsor or PNOK must arrange for a funeral home to receive the remains upon arrival at the APE and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery, should the PNOK elect not to use a government cemetery.

4.5.3.3. Dependent(s), defined in **Table 4.3**, can also travel on the same aircraft to the APE only and have up to one year to return on AMC aircraft/chartered aircraft to original origin. (T-0)

4.5.4. A Dependent of an Air Force retiree may be entitled to interment in a government cemetery with the retiree or with a commitment from the retiree that he/she will be buried in the grave with their dependent upon their death. The dependents name will be placed on the reverse side of the VA headstone/grave marker in a government cemetery. **NOTE:** A dependent of an Air Force retiree is not entitled to a VA headstone or grave marker for placement in a non-government or private cemetery. The PNOK will have to make arrangements with the funeral home or cemetery to procure a headstone or grave marker at their expense for placement in a non-government or private cemetery. (T-0)

#### **4.6. Appropriated Funds (APF) Civilian Employees.**

4.6.1. Eligibility. Employees paid out of APFs are entitled to certain mortuary entitlements. Civilian employees eligible for mortuary entitlements include those employees who die while:

4.6.1.1. While serving OCONUS with or without a transportation agreement, to include locally hired employees, at a OCONUS duty station. (T-0)

4.6.1.2. Is on temporary duty (TDY) or Permanent Change of Station (PCS) orders in CONUS or OCONUS. **NOTE:** The member must be on official travel orders to be eligible for entitlements under this category. (T-0)

4.6.1.3. Die OCONUS while assigned OCONUS, or traveling to or from such station. (T-0) **NOTE:** This includes ARC Technicians that are in technician status and who are TDY.

#### 4.6.2. Appropriated Funded (APF) Civilian Employee Entitlements.

4.6.2.1. APF Civilian Employee Entitlements CONUS. The Air Force will pay the expenses for S&R, identification, preparation, dressing, casketing of the remains, and a military specification 18 gage steel or solid hardwood casket to include an air tray for shipment. The PNOK can elect to use the contract funeral home or if the death does not occur at or near an installation, the PNOK can select a funeral home to prepare the remains and is entitled for reimbursement for the expenses outlined above. The Air Force will pay remains transportation expenses or reimburse the remains transportation expenses to include the outer shipping container to the place of final disposition or to a point no further distant than the decedent's place of residence or official duty station. (T-0)

4.6.2.1.1. Round trip transportation is entitled for an escort to accompany the remains to the place of interment. **NOTE:** Civilian Personnel Office will coordinate with unit commander to determine who will escort. (T-0)

4.6.2.2. APF Civilian Employee Entitlements OCONUS. The Air Force will pay the expenses for S&R, identification, preparation in a DoD mortuary, dressing, casketing of the remains, and a military specification 18 gauge steel or solid hardwood casket to include an air tray for shipment and transportation to the place of interment at a point no further distant than the last place of residence or assigned station within CONUS. (T-0). **NOTE:** Employees stationed in Alaska or Hawaii who are not in a travel status (TDY or PCS) at the time of death are not eligible. (T-0)

- 4.6.2.2.1. Round trip transportation is entitled for an escort to accompany the remains to the place of interment. (T-0)
- 4.6.2.3. Additional APF Civilian Employee Entitlements for deaths occurring in an Overseas Contingency Operation or Terrorist Incident. If an APF employee death occurs in a contingency operation or in connection with a terrorist incident. A civilian employee who dies of injuries incurred in connection with the employee's service with an armed force in a contingency operation or a terrorist incident is also entitled to:
- 4.6.2.3.1. Presentation of a flag to the PNOK. (T-0). **NOTE:** The term "contingency operation" includes humanitarian operations, peacekeeping operations and similar operations.
- 4.6.2.4. The PNOK must arrange for a funeral home to receive the remains upon arrival at the airport designated and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery expenses. (T-0)
- 4.6.2.5. The PNOK can also file a Federal Workman's Compensation claim. (T-0)
- 4.6.2.6. If the APF employee is also a military retiree or veteran, he/she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, and a VA headstone or marker. The VA will provide the flag and headstone/marker for military retirees/veterans. The funeral director assisting the PNOK will obtain the flag from the local postmaster and complete the VA 40-1330, application for VA Grave Marker/Headstone. The PNOK is required to provide the funeral home a copy of the retiree/veteran final DD-214 in order to apply for the flag, headstone/marker and military funeral honors. (T-0). **NOTE:** A retiree/veteran is not authorized a hardwood flag case. (T-0)

#### **4.7. Dependents of APF Civilian Employees - OCONUS only.**

- 4.7.1. Dependents of APF Civilian Employees Eligibility. Dependents must die while residing at or traveling to or from the employee's permanent OCONUS duty station. Deaths occurring in Alaska and Hawaii are not covered by this entitlement. (T-0)
- 4.7.2. Dependents of APF Civilian Employees Entitlements. The Air Force will pay the remains transportation expenses, to include the outside shipping container or air tray, from place of death to the place of interment or a point no further distant than the employee's last place of residence or assigned station within CONUS and consulate fees for shipping documents and sealing the caskets. (T-0)
- 4.7.2.1. The use of a DoD mortuary on a reimbursable basis is authorized for care of the deceased for return to destination designated. (T-0)
- 4.7.2.2. The sponsor must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery. (T-0)
- 4.7.2.3. If a dependent of an APF Civilian Employees dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery. The sponsor may be required to sign a letter of commitment that he/she will be buried in the grave with their dependent upon their death. The dependents name will be placed on the reverse side of the VA headstone/grave marker in a government cemetery. (T-0)  
**NOTE:** A dependent of an APF Civilian Employee, who is also a retiree or veteran, may

also be entitled to a VA headstone or grave marker for placement in a non-government or private cemetery. The sponsor will have to make arrangements with the funeral home or cemetery to procure a headstone or grave marker at their expense for placement in a non-government or private cemetery. (T-0)

#### **4.8. Nonappropriated (NAF) Employees - OCONUS only.**

4.8.1. NAF Employee Eligibility. NAF employees must die while residing at or traveling to or from his/her permanent OCONUS duty station to receive entitlements. (T-0) NOTE: There is no entitlement for deaths occurring within CONUS, Alaska or Hawaii. (T-0)

4.8.2. NAF Employee Entitlements. S&R, identification, preparation, restoration, cosmetics, dressing, wrapping, casket, urn, cremation, outer shipping container and transportation to the place of interment at a point no further distant than the last place of residence or assigned station within CONUS on a reimbursable basis. All items and expenses to be furnished by the DoD mortuary is on a reimbursable basis and will be billed to and funded by the employing non-appropriated fund instrumentality (NAFI). These benefits are not provided to NAF employees who are family members of US military or civil service employees who would otherwise be entitled to such care and disposition of remains from APFs (AFMAN 34-310, *Nonappropriated Funds Personnel Program Management and Administration Procedures*). (T-0)

4.8.2.1. If the PNOK declines having the deceased prepared in a DoD mortuary and shipped back to CONUS but chooses to utilize local services for the care and disposition of remains, the PNOK must determine with the NAFI if they will cover the associated expenses and if so, how much. (T-0)

4.8.3. The PNOK must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery. (T-0)

4.8.4. If the NAF employee is also a military retiree or veteran, he/she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US burial flag and a VA headstone or marker. The VA will provide flag and headstone/marker for military retirees/veterans. The funeral director assisting the PNOK will obtain the flag from the local postmaster and complete the VA 40-1330, application for VA Grave Marker/Headstone. The PNOK is required to provide funeral home a copy of the retiree/veteran final DD-214 in order to apply for flag, headstone/marker and military funeral honors. (T-0). **NOTE:** A retiree/veteran is not authorized a hardwood flag case. (T-0)

#### **4.9. Dependents of NAF Employees - OCONUS only.**

4.9.1. Dependents of NAF Employees Eligibility. Dependents of NAF employees must die while residing at or traveling to or from the employee's permanent duty station OCONUS to receive an entitlement. (T-0) NOTE: There is no entitlement for deaths occurring within CONUS, Alaska or Hawaii. (T-0)

4.9.2. Dependents of NAF Employees Entitlements. Remains transportation expenses from the place of death to the place of interment or a point no further distant than the employee's last place of residence or assigned station within CONUS, outer shipping container or air tray, and consulate fees for shipping documents and sealing the caskets or shipping container. Expenses will be billed to and funded by the employing NAFI. (T-0)

4.9.3. The sponsor is authorized the use of a DoD mortuary on a reimbursable basis for care of the deceased for return to destination designated by the sponsor. Payment will be provided to the Mortuary Officer or DoD mortuary and made to US Treasury via check, cashier's check or money order. (T-0)

4.9.4. The sponsor must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery. (T-0)

4.9.5. If a dependent of an NAF Civilian Employees dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery. The sponsor may be required to sign a letter of commitment that he/she will be buried in the grave with their dependent upon their death. The dependents name will be placed on the reverse side of the VA headstone/grave marker in a government cemetery. (T-0) NOTE: A dependent of a NAF Civilian Employee, who is also a retiree or veteran, is not entitled to a VA headstone or grave marker for placement in a non-government or private cemetery. The sponsor will have to make arrangements with the funeral home or cemetery to procure a headstone or grave marker at their expense for placement in a non-government or private cemetery.

#### **4.10. Contractors Employed by the Air Force - OCONUS only.**

4.10.1. Contractors Employed by the Air Force Eligibility. Personnel who support the Air Force via a contract and who die OCONUS are authorized mortuary entitlements based on the location their death occurs and any provisions that may be included in the contract itself. **NOTE:** Deaths occurring in Alaska and Hawaii are not covered by this entitlement. (T-0)

4.10.2. Contractors Employed by the Air Force Entitlements. Provisions in the decedent's contract will dictate what costs are covered but may include remains preparation and transportation to the final destination. A DoD mortuary will prepare the remains. The Mortuary Officer will work directly with the decedent's supervisor and the government-contracting officer to validate entitlements before the sponsor is briefed. The employer (i.e., the contractor) is responsible for obtaining disposition instructions from the PNOK. (T-0)

4.10.3. The PNOK must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery. (T-0)

4.10.4. If the contractor is a retiree or veteran, he or she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US burial flag and a VA headstone or marker. The VA will provide the flag and headstone/marker for military retirees. The funeral director assisting the PNOK will obtain the flag from the local postmaster and complete the VA 40-1330, *Claim for Standard Government Headstone or Marker*. The PNOK is required to provide the funeral home a copy of the retiree/veterans DD-214 in order to apply of the flag and headstone/marker. (T-0) NOTE: A retiree/veteran is not authorized a hardwood flag case. (T-0)

#### **4.11. Dependents of Contractors Employed by the Air Force-OCONUS only.**

4.11.1. Dependents of Contractors Employed by the Air Force Eligibility. Personnel who support the Air Force via a contract and who die OCONUS are authorized mortuary entitlements based on the location their death occurs and any provisions that will be included in the contract itself. (T-0)

4.11.2. Dependents of Contractors Employed by the Air Force Entitlements. Provisions in the decedent's contract will dictate which mortuary services are covered and may include remains preparation and transportation to the final destination. A DoD mortuary will prepare the remains. The Mortuary Officer will work directly with the decedent's supervisor and the government-contracting officer to validate entitlements before the sponsor is briefed. The employer (i.e., the contractor) is responsible for obtaining disposition instructions from the sponsor. (T-0)

4.11.3. The sponsor must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery. (T-0)

4.11.4. If a dependent of an Air Force Contract Employees dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery. The sponsor may be required to sign a letter of commitment that he/she will be buried in the grave with their dependent upon their death. The dependents name will be placed on the reverse side of the VA headstone/grave marker in a government cemetery. (T-0) NOTE: A dependent of an Air Force Contract Employee, who is also a retiree or veteran, is not entitled to a VA headstone or grave marker for placement in a non-government or private cemetery. The sponsor will have to make arrangements with the funeral home or cemetery to procure a headstone or grave marker at their expense for placement in a non-government or private cemetery.

#### **4.12. American Red Cross and USO Employees - OCONUS only.**

4.12.1. American Red Cross and USO Employees-OCONUS Eligibility. American Red Cross and USO personnel who support the Air Force and die OCONUS are entitled to mortuary support through a DoD mortuary facility and remains transportation on a reimbursable basis. The deceased PNOK must provide instructions in the care and disposition of remains. (T-0)

4.12.2. American Red Cross and USO Employees-OCONUS Entitlements. The remains of an American Red Cross or USO employee supporting the Air Force may be prepared in a military mortuary; provide burial clothing; a specification casket; a specification urn, if requested and shipment of the remains to a CONUS aerial port, on a reimbursable basis. (T-0)

4.12.3. The PNOK must arrange for a funeral home to receive the remains upon arrival at the APE and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery. (T-0)

4.12.4. If the American Red Cross or USO Employee is a retiree or veteran, he or she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US burial flag and a VA headstone or marker. The VA will provide the flag and headstone/marker. The funeral director assisting the PNOK will obtain the flag from the local postmaster and complete the VA 40-1330, *Claim for Standard Government Headstone or Marker*. The PNOK is required to provide the funeral home a copy of the retiree/veterans DD-214 in order to apply of the flag and headstone/marker. (T-0). **NOTE:** A retiree/veteran is not authorized a hardwood flag case. (T-0)

**4.13. Dependents of American Red Cross and USO Employees - OCONUS only.**

4.13.1. The use of a DoD mortuary on a reimbursable basis is authorized for care of the deceased for return to destination designated by the sponsor. (T-0)

4.13.2. The sponsor must arrange for a funeral home to receive the remains upon arrival at the APE and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery, should the sponsor or PNOK elect not to use a government cemetery. (T-0)

4.13.3. If a dependent of an American Red Cross or USO Employees dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery. The sponsor may be required to sign a letter of commitment that he/she will be buried in the grave with their dependent upon their death. The dependents name will be placed on the reverse side of the VA headstone/grave marker in a government cemetery. (T-0). **NOTE:** A dependent of an American Red Cross or USO Employees is not entitled to a VA headstone or grave marker for placement in a non-government or private cemetery. The sponsor will have to make arrangements with the funeral home or cemetery to procure a headstone or grave marker at their expense for placement in a non-government or private cemetery.

**4.14. Foreign National Civilian Employees.**

4.14.1. Eligibility. Foreign national civilian employees, who die while performing official duties away from or traveling officially to or from their homeland (provided they would have been entitled to travel to their homeland at government expense). (T-0)

4.14.2. Entitlements. Based on foreign national civilian employee support agreements, the Air Force will pay for a contract funeral home in CONUS, an OCONUS DoD mortuary , or a funeral home selected by the family to prepare and transport the remains. The Air Force will transport the remains to the deceased person's home or official station, or to a point no further distant. The PNOK will pay for funeral and burial expenses. (T-0). **NOTE:** If contract funeral home prepares remains, it will provide at minimal cost a non-specification casket and outer shipping case. (T-0)

4.14.3. Dependents of Foreign National Civilian Employees. The Air Force does not provide any mortuary entitlements for dependents of foreign national civilian employees. (T-0)

**4.15. Other Eligible US Citizens.**

4.15.1. Eligibility. Specific US citizens who die outside the US who are eligible include:

4.15.1.1. Employees of a humanitarian agency associated with the military. (T-0)

4.15.1.2. Civilians working directly for the military through a contract agency. (T-0)

4.15.1.3. Personnel of a merchant vessel operating under jurisdiction of the US Armed Forces. (T-0)

4.15.1.4. Any other person for whom the Department of State requests mortuary assistance. (T-0)

4.15.2. Entitlements. Preparation of remains and transportation to a DoD mortuary may be provided on a reimbursable basis, when the Department of State requests such services. Department of State (Embassies and/or Consulates) can request preparation and casket on a reimbursable basis without DoD approval. However, the Secretary of Defense must approve shipment by MilAir. (T-0)

#### **4.16. Dependents of Other Eligible US Citizens.**

4.16.1. Eligibility. Dependents of US citizens in [paragraph 4.11](#) provided the dependent was living OCONUS with that person at the time of death. (T-0). **NOTE:** Does not include Alaska or Hawaii.

4.16.2. Entitlements. Preparation of remains and transportation to a DoD mortuary will be provided on a reimbursable basis, when the Department of State requests such services. Department of State (Embassies and/or Consulates) can request preparation and casket on a reimbursable basis without DoD approval. However, the Secretary of Defense must approve AMC shipment. (T-0)

#### **4.17. Military Prisoners.**

4.17.1. Eligibility. Persons, who are in Air Force custody at the time of death, excluding prisoners of war or detainees, are entitled to certain mortuary entitlements. (T-0)

4.17.2. Entitlements. The Air Force will pay the costs of preparing, dressing, casketing and transporting to a final destination, as well as secondary (interment) costs. (T-0)

4.17.3. Military prisoners are not authorized an escort, NOK travel, interment in a government cemetery, or a government headstone. (T-0)

4.17.4. Coordination with AFMAO is required to determine flag, flag case and Military Funeral Honors eligibility. **NOTE:** Prisoners awaiting appellate review may be entitled to all mortuary benefits. Contact AFMAO/MA for guidance.

**4.18. Indigent or Unclaimed Persons.** These are persons who die on an Air Force installation and neither a PNOK nor the local municipal authorities assume custody or provide disposition instructions for the remains. The Mortuary Officer at the installation the remains were located will obtain all records of police or investigative agencies attempts to locate family members. Additionally, the Mortuary Officer must request an opinion from the SJA regarding the states laws in the authority to effect disposition. Once this information has been collected, contact AFMAO/MA for further guidance. (T-0)

#### **4.19. Enemy POWs and Interned Enemy Aliens.**

4.19.1. Eligibility. POWs and interned enemy aliens who die while in Air Force custody. (T-0)

4.19.2. Entitlements. The Air Force, at AFMAO/MA's direction, will prepare, dress and casket remains (in a minimum-cost, non-specification casket) and transportation of remains from the place of death to a cemetery designated by AFMAO/MA. (T-0)

**4.20. Members of Another Branch of Service.** Members of another branch of service (Army, Navy and Marine Corps) are entitled to mortuary services and supplies. All actions required to recover and prepare their fallen will be borne by the parent Service of the deceased. (T-0)

**4.21. US Coast Guard and Uniformed Services.** The US Coast Guard and members of uniformed services such as the Commissioned Officer Corps of the Public Health Service (PHS) and National Oceanic and Atmospheric Administration (NOAA), are eligible to use contract funeral services and supplies. However, the US Coast Guard or the parent-uniformed service is responsible for making all funeral arrangements and paying for all funeral expenses for their members. (T-0)

**4.22. Air National Guard Members.**

4.22.1. Eligibility. Traditional members of the Air National Guard who completed Basic Military Training and attended at least one (1) period of IDT and remain in good standing with their unit of assignment.

4.22.2. Family Assistance Representative (FAR). A FAR is assigned to each fatality case regardless of military status IAW **Paragraph 13.3.10** of this publication.

4.22.3. Summary Courts Officer (SCO). A SCO is assigned to each fatality case if member was in active duty status. Members who were not in an active duty status, a SCO is not assigned, IAW **AFI 34-511, Paragraph 4.9.1**.

4.22.4. Military Funeral Honors (MFH) for Traditional ANG members (not on active duty orders) will be the same as retirees IAW **Chapters 8.30 and 8.31** of this publication.

4.22.5. Government Furnished Headstone. If requested, the VA will furnish an appropriate government headstone or marker for the grave of a member who is buried in a government or private cemetery IAW **Chapter 2.23** of this publication.

**4.23. Foreign Military Members.**

4.23.1. Eligibility. International Military Education and Training (IMET) Foreign Military Trainees and foreign exchange officers who die while in the US or while on US military installations overseas are eligible for certain mortuary entitlements. (T-0)

4.23.2. Entitlements. May include arranging for care of remains at an Air Force contracted funeral home and arrangements for transportation of remains and escort to final destination. The Air Force will pay preparation costs; the PADD/PNOK or responsible person will pay for funeral and interment costs. (T-0)

4.23.2.1. For IMET Foreign Military Trainees, IMET funds from the decedents ITO will be cited to defray costs of preparation and shipment of remains (unescorted) to the home country. (T-0)

4.23.2.2. For Foreign Exchange Officers, the appropriate government pays all expenses incident to preparation and shipment of remains. The Mortuary Officer should support request for assistance with the name of the contract mortuary to expedite the preparation and return. Ensure the contract mortuary understands the appropriate government agent is responsible to pay all associated expenses. (T-0)

## Chapter 5

### MORTUARY ACTIONS FOR OTHER CATEGORIES OF PERSONNEL

**5.1. Purpose.** This chapter discusses the actions the Mortuary Officer must take when handling a mortuary case for other categories of eligible personnel covered by [Chapter 4](#).

**5.2. Validation of Status and Mortuary Entitlements.** For all categories of personnel, the eligible individual's status and authorized mortuary entitlements will be validated through enrollment in Defense Eligibility Enrollment Reporting System (DEERS) prior to reporting the death and briefing the sponsor/PNOK or employment agency. For neonatal deaths without the issuance of a death certificate, fetal death report or report of fetal demise, mortuary entitlements are not authorized. (T-1)

**5.3. Initial Death Messages.** Initial death messages for all categories of personnel will be reported by e-mail to [AFMAO.MA@US.AF.Mil](mailto:AFMAO.MA@US.AF.Mil) and Air Force Casualty Office at [afpc.casualty@randolph.af.mil](mailto:afpc.casualty@randolph.af.mil). Disposition and PADD, sponsor, or PNOK information will be included in the report (format in [Table 5.1](#)). Also, create case in DCIPS. (T-1)

**Table 5.1. Initial Death Message for Other Categories of Personnel – Required Information**

Item	Required Information
1.	Decedent's name, relationship to the sponsor and the sponsor's name, rank and SSN.
2.	Time, date and place of death.
3.	Status and location of remains.
4.	Specify in detail whether or not there were or will be any S&R and identification actions.

**5.4. Mortuary Case Files.** The Mortuary Officer will complete a mortuary case file for all decedents (see [Attachment 3](#)). (T-1)

**5.5. PADD/Sponsor/PNOK Briefing.** PADD, sponsor, or PNOK will be briefed on the applicable mortuary entitlements and obtain disposition instructions. Refer to [Table 4.1](#) for the authorized modes of transportation used. (T-0)

**5.6. Dependents of Active Duty Members (CONUS Deaths).** The Mortuary Officer at the home station of the sponsor or PNOK will:

5.6.1. Accomplish actions in [paragraphs 5.2](#) through [5.5](#) (T-0)

5.6.2. Brief sponsor or PNOK on the applicable transportation entitlement and provide an AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*. (T-1)

5.6.3. Obtain an itemized transportation bill and completed AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, from the sponsor or PNOK. (T-1)

5.6.4. Complete SF 1034, *Public Voucher for Purchases and Services Other than Personal*, and submit with itemized transportation bill and completed AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, to FSS/RA for processing the reimbursement. (T-1)

**5.7. Dependents of Active Duty Members (OCONUS Deaths).** The Mortuary Officer at the home station of the sponsor or PNOK will:

5.7.1. Accomplish actions in **paragraphs 5.2** through **5.5** (T-0)

5.7.2. Brief the sponsor or PNOK on transportation entitlements. If the deceased is OCONUS, the entitlement to have the remains prepared by a DoD mortuary facility on a reimbursable basis must also be briefed to the sponsor or PNOK. If the remains are to be shipped to the United States, the Mortuary Officer will have the sponsor or PNOK indicate the desired disposition on DD Form 2065, *Disposition of Remains-Reimbursable Basis*, and DD Form 1131, *Cash Collection Voucher*, as applicable. Item 14 of DD Form 2065 will be completed with the appropriate Air Force funding classification. DD Forms 2065, AF Form 969, DD Form 2064, *Certificate of Death Overseas*, and the consignment letter will accompany the remains from the place of death to the DoD mortuary for preparation and on to the Port Mortuary, Dover AFB, DE for further disposition. If the sponsor or PNOK chooses to ship the remains to the United States and the remains have been prepared by a DoD mortuary, the sponsor or PNOK is authorized to have the AFMAO Port Mortuary reprocess remains (reimbursable) or may elect to have a funeral director reprocess them at their own expense. (T-0)

5.7.3. Inform the appropriate agencies, e.g., AFMAO, MAJCOM/A1, receiving funeral home, and installations, etc., that remains have been shipped.

5.7.3.1. If the dependent's remains have been prepared by a DoD mortuary and will be shipped directly to a government cemetery for burial, and the sponsor or PNOK will not be attending the interment, the responsible Mortuary Officer will notify AFMAO/MA by e-mail of this fact, and provide the name, address, and phone number of the point of contact Aerial Port of entry, the MAJCOM, and the superintendent of the government cemetery concerned will be courtesy copied on emails. Include following information in **Table 5.2** (T-1)

**Table 5.2. Remains Movement Message – OCONUS Dependents**

Item	Required Information
1.	The decedent's name, date of birth, date of death and place of death.
2.	Name (include maiden name when applicable), rank, SSN and date of birth for sponsor or PNOK and the name of the other surviving parent, if applicable.
3.	Type of services desired by sponsor or PNOK.
4.	Whether the sponsor or PNOK is returning to CONUS for services and, if so, provide the address and phone number or a point of contact. If sponsor or PNOK is not returning to CONUS for services, furnish the name, address and phone number of the designated point of contact.
5.	Verification that AF Form 507, <i>Agreement for Burial</i> , and a letter certifying dependency accompany the remains.

5.7.3.2. When the remains of dependents from OCONUS installations are consigned directly to a government cemetery and the sponsor or PNOK returns to CONUS for the interment service, the Mortuary Officer will: **NOTE:** Does not include Alaska or Hawaii.

5.7.3.2.1. Advise the sponsor or PNOK that remains may be held at the Port Mortuary, Dover AFB, DE facility until the sponsor or PNOK arrives at final destination. Provide the sponsor or PNOK with AFMAO/MA's 24-hour toll-free number (1-800-531-5803) and request he/she call upon arrival at final destination. Scheduling services and coordinating the movement of the remains to final destination will then be arranged. (T-1)

5.7.3.2.2. AFMAO will ensure coordination is made concerning the arrival date of the remains at the cemetery and interment ceremony details with the superintendent concerned. The cemetery will be furnished with a suggested date of interment if the sponsor or PNOK has expressed a preference. The remains must not be shipped prior to coordinating with the cemetery. (T-1)

5.7.3.2.3. When the shipping schedule is determined, the CONUS shipping installation will provide the schedule to the sponsor or PNOK, other relatives, and the cemetery superintendent. (T-1)

5.7.3.2.4. If the remains are consigned to a funeral home for subsequent burial in a government cemetery, all contacts with the cemetery superintendent concerned are made by the family's funeral director and, in some cases, by the sponsor or PNOK. (T-1)

5.7.3.2.5. Obtain an itemized transportation bill and completed AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, from the sponsor or PNOK. (T-1)

5.7.3.2.6. Complete SF 1034, *Public Voucher for Purchases and Services Other than Personal*, and submit with itemized transportation bill and completed AF Form 969,

*Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, to FSS/RA for processing the reimbursement. Following payment or reimbursement, complete and forward a copy of a cost data worksheet to AFMAO/MA. (T-1)

5.7.3.3. If the Mortuary Officer learns of a dependent death after the fact, and the sponsor or PNOK has arranged or assumed responsibility for the transportation of the remains, the Mortuary Officer will:

5.7.3.3.1. Ensure the dependent status in DEERS. (T-1)

5.7.3.3.2. Furnish the sponsor or PNOK with four copies of the AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, to claim payment for authorized transportation expenses incurred. (T-1)

5.7.3.3.3. Instruct the sponsor or PNOK to return the completed forms and bills to the Mortuary Office for review, processing, and payment. (T-1)

**5.8. Retirees and Their Dependents.** The Mortuary Officer will:

5.8.1. Accomplish actions in **paragraphs 5.2** through **5.5** (T-0)

5.8.2. Brief the PNOK on entitlements (transportation, military honors, US flag, cemetery, presidential certificate, etc.(as applicable)). (T-0)

5.8.3. Complete SF 1034, *Public Voucher for Purchases and Services Other than Personal*, and submit with itemized transportation bill and completed AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, to FSS/RA for processing the reimbursement. Following payment, complete and forward a copy of the Cost Data Worksheet to AFMAO/MA. (T-1)

**5.9. APF and NAF Civilian Employees and Their Dependents.** The Mortuary Officer will:

5.9.1. Accomplish actions in **paragraphs 5.2** through **5.5** (T-0)

5.9.2. Complete a Cost Data Worksheet (CDW) and forward a copy, along with copies of the payment documents, to AFMAO/MA. (T-1)

**5.10. Contractors and Their Dependents.** The Mortuary Officer will:

5.10.1. Accomplish actions in **paragraphs 5.2** and **5.5** (T-0)

5.10.2. Contact the decedent's employer to advice of the death and verify if there is a mortuary provision within the contract with the Air Force. If not, the contractor is responsible for making arrangements for the care and transport of the remains at contractor expense. (T-1)

5.10.3. Complete and forward a Cost Data Worksheet (CDW) to AFMAO/MA, if the Air Force incurs expense. (T-1)

**5.11. Red Cross and USO Employees and Their Dependents - OCONUS.** The Mortuary Officer will:

5.11.1. Advise Red Cross of the death.

5.11.2. Accomplish actions in **paragraphs 5.2** through **5.5** (T-0)

5.11.3. Arrange for the movement of remains to the nearest DoD mortuary for preparation. (T-1)

5.11.4. Complete a cost data worksheet using the format on AFMAO Sharepoint and forward copies, along with copies of payment or reimbursement documents, to their servicing DFAS and AFMAO/MA. (T-1)

**5.12. Foreign National Civilian Employees.**

5.12.1. Based on foreign national civilian employee support agreements, the Air Force will be responsible to pay for a contract funeral home in CONUS, an OCONUS DoD mortuary, or a funeral home selected by the family to prepare and transport the remains. The Air Force will transport the remains to the deceased person's home or official station, or to a point no further distant. The PNOK will pay for the funeral and burial expenses. (T-0) NOTE: If a contract funeral home prepares the remains, it will provide at minimal cost a non-specification casket and outer shipping case.

5.12.2. The Air Force does not provide any mortuary entitlements for dependents of foreign national civilian employees. (T-0)

**5.13. Other US Citizens - OCONUS.** The Mortuary Officer will:

5.13.1. Arrange for the movement of remains of US citizens to the nearest DoD mortuary for preparation and transportation if requested by the Department of State. Preparation and transportation will be provided on a reimbursable basis. (T-0)

5.13.2. Accomplish actions in **paragraphs 5.2** through **5.4** Include disposition and PNOK information in the initial message. (T-0)

5.13.3. Complete the cost worksheet and forward to the installation's servicing DFAS and AFMAO/MA, along with copies of payment or reimbursement documents. (T-1)

**5.14. Military Prisoners.** The Mortuary Officer will:

5.14.1. Accomplish actions in **paragraphs 5.2** through **5.5 (T-0)**

5.14.2. Arrange for preparation and transportation of the remains. (T-0)

5.14.3. Complete a cost data worksheet and forward, along with copies of payment or reimbursement documents, to the installation's servicing DFAS and to AFMAO/MA. (T-1)

**5.15. Indigent (Unclaimed) Persons.** For guidance contact AFMAO/MA at DSN 445-3982 or COMM 302-677-3982.

**5.16. Enemy POWs and Interned Enemy Aliens.** The Mortuary Officer will arrange for preparation, dressing and casketing (in a minimum-cost, non-specification casket) of POWs and Interned Enemy Aliens and ensure they are transported from the place of death to a cemetery designated by AFMAO/MA. **NOTE:** The Air Force does not provide any additional entitlements for POWs or Interned Enemy Aliens. (T-0)

**5.17. Members of Another Branch of Service.** If notified of a death, the Mortuary Officer will:

5.17.1. Contact the parent service immediately upon the death of a member of another branch of service, near or on an Air Force installation. (T-1)

5.17.2. Provide assistance as requested which may include providing the name and point of contact for the funeral home under contract with the Air Force. (T-1) NOTE: The parent service of the decedent will be responsible for: 1) validating eligibility; 2) briefing PADD on mortuary entitlements; 3) receiving disposition instructions; 4) procuring and supplying burial clothing; 5) interment flag(s); and 6) arranging for an escort for the remains. The parent service assumes all cost for the Primary Expenses and shipment of remains and will obtain the DD Form 1375, Request for Payment of Funeral and/or Interment Expenses, from the PADD to pay all authorized secondary expenses. (T-0)

5.17.3. Care of US Coast Guard decedents will be arranged in the same manner as members of any other branch of service. The US Coast Guard is responsible for all actions as stated in [paragraph 5.17.2](#) All funeral home invoices will be forwarded to the US Coast Guard activity requesting assistance. (T-0)

5.17.4. For remains of Army, Navy, Marine Corps, and US Coast Guard personnel forward a copy of all documents received to the following parent service address: (T-1)

5.17.4.1. Army. Department of the Army Casualty and Mortuary Affairs Operations Center, CDR, CMAOC, Ft Knox, KY 40121.

5.17.4.2. Navy and Marine Corps. United States Navy Mortuary, OPNAV N135C, 5720 Integrity Drive, Millington, TN 38055-6200.

5.17.4.3. Coast Guard. US Coast Guard Commandant/GWPM, 2100 2nd Street, SW, Washington DC 20850.

## 5.18. Air National Guard Members

5.18.1. Contact NGB/A1S within 24 hours of notification of death at (240)645-5624 or by contacting the ANGR Command Center at DSN: 981-6001 or commercial (301)981-6001.

5.18.2. Obtain information listed in the deceased member's personnel records to determine PADD and PERE. The Virtual Record of Emergency Data (vRED) should be obtained from the CAR to determine who the member designated as the PADD.

5.18.3. Initial Contact with the PADD. Ensure initial contact with the PADD is completed by the CAR. Once verified, the MO contacts the PADD within two hours of confirming notification.

5.18.4. Summary Courts Officer. The MO or FSS/CC can assume the duties of the SCO concerning a Traditional member death. Refer to AFMAN 34-504, *Escorting Deceased Air Force Military Personnel*, for guidance.

5.18.5. Appointment of a FAR. Ensure a FAR is appointed by the Installation Commander to carry out duties IAW [Chapter 13](#). Within 24 hours of appointment, the MO will ensure NGB/A1S is notified of FAR appointment and training via ANG Mortuary Worksheet (Available at <https://cs3.eis.af.mil/sites/OO-OT-AN-55/CombatSupport/SitePages/Home.aspx>)

5.18.5.1. Provide FAR with up to date Just-In-Time (JIT) training. (Available at <https://cs3.eis.af.mil/sites/OO-OT-AN-55/CombatSupport/SitePages/Home.aspx>)

5.18.5.2. Provide assistance and supervision to the FAR for the duration of his or her assignment IAW [Chapter 13](#).

5.18.6. Complete the Air National Guard Mortuary Worksheet and send electronically along with a copy of the initial Casualty Report to NGB/A1S within 24 hours of FAR appointment. Additional information that should be sent includes, but is not limited to: vRED, SGLI info, and RIP. Send to [angmortuarymanager@ang.af.mil](mailto:angmortuarymanager@ang.af.mil)

**5.19. Foreign Military Members.** Upon the notification of the death of a foreign military member, the Mortuary Officer will:

5.19.1. Notify Air Force Security Assistance Training Squadron, Training Operations (AFSAT/TO), Randolph AFB TX and AFMAO/MA. AFSAT/TO will notify their higher headquarters, the foreign government and the Air Force Attaché Affairs Office (SAF/IAPA) when necessary. (T-1)

5.19.2. Provide requested assistance, which will include arranging for care of remains at a funeral home under contract with the Air Force and arrangements for transportation of remains and escort to final destination. Preparation, shipment will only be affected upon receipt of authorization from the PADD, PNOK, or authorized representative. Religion and culture may dictate certain types of disposition. Consult with AFSAT/TO and AFMAO/MA for instructions. The Air Force will pay preparation costs; the PNOK or responsible person will pay for funeral and interment costs. (T-0)

5.19.3. For International Military Education and Training (IMET) Foreign Military Trainees, IMET funds from the decedents ITO will be cited to defray costs of preparation and shipment of remains (unescorted) to the home country. (T-0)

5.19.4. For Foreign Exchange Officers, the appropriate government pays all expenses incident to preparation and shipment of remains. The preparing mortuary will submit claims to the appropriate foreign embassy representative in Washington D.C. A full listing of consulates may be obtained in the National Yellow Book of Funeral Directors. (T-0)

## Chapter 6

### SEARCH AND RECOVERY (S&R) OPERATIONS PROGRAM RESPONSIBILITIES

#### *Section 6A—Program Responsibilities*

**6.1. Purpose.** This chapter addresses the planning actions required for establishing a competent, trained S&R team and the actions that must be taken during an actual mishap involving Air Force assets and/or Air Force personnel.

**6.2. National Incident Management System (NIMS).** The Air Force is aligning its S&R capability within the NIMS. The NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels. For ease of ordering and tracking, response assets are categorized via resource typing.

**6.3. S&R Team.** S&R operations are conducted by installation S&R teams and may be accompanied by member(s) of AFMAO based upon consultation between the Mortuary Officer and the AFMAO/CC and with approval by the Emergency Operations Center Director. (T-1)

6.3.1. Installation S&R. Have 11 members trained and equipped to handle basic S&R operations. The specific manning, training, and equipment requirements are detailed in **Tables 6.1, 6.2, 6.3 and 6.4** (T-1)

#### **6.4. Installation Requirement for a S&R Team.**

6.4.1. Installations with military assigned to FSS. Will have an installation S&R team properly trained, manned, and equipped to respond to mishaps when required. The S&R team will be composed of a core of 11 military members from the FSS. The FSS/CC/Director, Deputy or Operations Officer are required to be trained in installation S&R operations and capable of advising base leadership on proper procedures. **NOTE:** Military personnel from other squadrons may be appointed to team. (T-1)

**Table 6.1. Installation S&R Team Composition and Training Requirements**

<b>Manning</b>	<b>Training</b>	<b>Duties</b>
11-person core team	Initial training formal (ie Silver Flag, FSCT) Annual training – home station	1x team leader 2x flankers 8x team members Remains recovery, tagging procedures, use of personal protective equipment (PPE)
Augmentees	Just-in-time training	Same as above
Support		Medical officer Photographer AFMAO S&R team GPS - CE
<b>Equipment</b>	<b>Quantity</b>	
Personal Equipment	Per team member	
Personal Protective Equipment	Per team member	
S&R kit	Per team	
GPS (CE provided/operated)	Per team	

6.4.2. Installations without military personnel assigned to the FSS. Will train non-FSS military personnel for their installation S&R team. The S&R team will be composed of a core of 11 military members. The FSS/CC/Director, Deputy or Operations Officer are required to be trained in installation S&R operations and capable of advising base leadership on proper procedures. (T-1)

**6.5. Determining Level of Response.** Based upon the information received from the incident site the Mortuary Officer will determine the level of response. As a guideline, incidents with three or more commingled remains will likely require a assistance from AFMAO. Immediately upon notification of an incident, the Mortuary Officer will always contact AFMAO/C3 (DSN 445-2362, COMM 302-677-2362) to ensure proper and timely response above what an installation can provide. (T-1)

**6.6. S&R Capability Limitations.** S&R teams can only operate in an environment of known hazards so members can be properly trained and equipped. The installation's CE Readiness and Emergency Management (REM) flight will define the hazards of the incident, in coordination with the Incident Commander and Bioenvironmental. Currently, S&R teams are not capable of operating in a CBRN environment. (T-1)

**6.7. Obtaining Disposition Instruction During S&R Operations.** Under no circumstances will disposition instructions be requested from the PADD, sponsor or PNOK, nor will incomplete remains be released for shipment to destination, before recovery operations are terminated and positive identification is established. (T-1)

## 6.8. Roles and Responsibilities.

### 6.8.1. AFMAO. Will:

6.8.1.1. Respond to any Class-A mishap involving loss of life and mass fatality incidents within the CONUS, Canada, Puerto Rico and Central America, unless full recovery and BTB status of remains is established for each member(s) immediately, to provide technical assistance in the recovery and preparation of incident victims. (T-1)

6.8.1.2. Provide S&R assistance, as necessary. (T-1)

6.8.1.3. Provide subject matter expertise in the development of Air Force S&R policy. (T-1)

6.8.1.4. Serve as SME in the development of curriculum in the instruction of formal S&R training held at Eaker Center for Professional Development. (T-1)

### 6.8.2. NGB/A1. Will:

6.8.2.1. Posture, plan and resource mortuary affairs assets to include installation S&R teams, along with fatality search and recovery teams (FSRTs). The National Guard Bureau, a joint activity of the DoD, facilitates the inter-state support of National Guard units, to include ANG S&Rs and FSRTs, while under state control, and coordinates with state adjutants general to federalize such units as will be needed to support federal military response requirements. (T-1)

6.8.2.1.1. The FSRT is an embedded or stand-alone modular ANG capability. The primary mission of the FSRT is to provide incident response capability to recover chemical, biological, and radiological contaminated human remains and their associated personal effects and transfer the remains and effects to designated collection points within the incident site. FSRTs are generally embedded within and provide support to the National Guard Homeland Response Force (HRF) and/or the CBRN Enhanced Response Force Package (CERFP) mission, but may also provide stand-alone support to on-scene civilian Fatality Management branch. The FSRT organization is made up of two UTCs consisting of a two-person command and control team (RFSRR) and a nine-person tactical recovery team (RFSRT). (T-1)

### 6.8.3. Eaker College for Professional Development. Will:

6.8.3.1. Develop and provide formal training for Mortuary Officers in S&R policies and procedures. The Mortuary Officer Course is a five day course of training for installation Mortuary Officers and their alternates. These courses will be funded through normal Air Education and Training Command (AETC) channels when available. MAJCOM/A1 training functional managers will submit in resident course quota requirements. (T-1). **NOTE:** Course information will be obtained through the Air Force Training Management System (AFTMS).

### 6.8.4. Installation Commander. Will:

6.8.4.1. Designate an 11-person core S&R team that will function under the supervision of the Mortuary Officer as part of the base disaster response force. (T-1)

6.8.4.2. Ensure S&R team members are properly trained and knowledgeable in their responsibilities regarding recovery of remains. (T-1)

6.8.4.3. Ensure the installation coordinates its S&R plans and MOAs with supporting organizations and agencies. (T-1)

6.8.4.4. Ensure all Mortuary Officers are trained to lead S&R team. (T-1)

6.8.4.5. Evaluate the performance of the S&R team during base level exercises or training exercises. (T-1)

6.8.4.6. Ensure Operational Risk Management is integrated into the decision-making process to support mission needs. (T-1)

6.8.5. Installation Plans (XP) Office. Will:

6.8.5.1. Review the Installation Mortuary Plan every (2) years. (T-1)

6.8.5.2. Ensure the performance of the installation S&R team is evaluated during base level exercises or training exercises. (T-1)

6.8.6. Mortuary Officers. Will:

6.8.6.1. Develop a written Installation Mortuary Plan for the implementation and execution of S&R operations, including ensuring identifications are accomplished and handling of remains in aircraft mishaps and mass fatality incidents occurring on and off base. (T-1)

6.8.6.2. Maintain a competent, trained S&R team and ensure the team is appropriately staffed to conduct continuous S&R operations based on the team's mission. Team should be trained on:

6.8.6.2.1. Potential occupational and environmental health hazards recommended by the installation Occupational Environmental Health Working Group (OEHWG).

6.8.6.2.2. Human anatomy and the ability to recognize portions of human anatomy.

6.8.6.2.3. S&R procedures to include leading, flanking, remains recovery, tagging procedures, and mapping.

6.8.6.3. Select team leaders from the organization based on experience, training, physical ability and mental attitude. (T-1)

6.8.6.4. Ensure all immunizations are up-to-date and there are no duty limiting conditions for the member. (T-1)

6.8.6.5. Ensure FSS Readiness Office provides annual training to S&R team. Team will be trained on required duties, to include leading, flanking, remains recovery and tagging procedures. (T-1)

6.8.6.5.1. . Ensure training of S&R personnel is documented and maintained; safety training must be documented on AF-Form 55, *Employee Safety & Health Record*, or equivalent automated or electronic product. (T-1)

6.8.6.6. Ensure management and lead UTC (RFL01, RFL04, RFL05, RFSR1 and FRSR9) personnel receive Home Station Training Readiness Training (HSRT) and Force Support Combat Training (FSCT) on wartime/contingency S&R procedures. (See AFI 10-214, *Air Force Prime RIBS Program*, Chapter 3) (T-1)

6.8.6.7. Establish MOAs/MOUs, as required, with nearby military installations, to include National Guard and Reserve units and/or other government agencies, to expand their pool of members necessary to meet potential S&R requirements. (T-1)

6.8.6.8. Coordinate S&R procedures with the base mishap response plan, as required by AFI 91-202, *The US Air Force Mishap Prevention Program*. (T-1)

6.8.6.9. Verify the Installation Commander appoints members by letter. (T-1)

6.8.6.10. Coordinate with Safety, Bioenvironmental and Public Health to determine required respiratory protection, personal protective equipment and safety risks, as applicable. And, ensure S&R team is educated on potential health hazards/risks and how to properly use equipment. (T-1)

6.8.6.11. Supervise the S&R team during disaster response and coordinate all actions related to S&R. (T-1)

6.8.6.12. Ensure S&R team has access to the Disaster Mental Health (DMH) Team and chaplain. (T-1)

6.8.7. The Medical Group Commander. Will:

6.8.7.1. Ensure S&R team members receive required prophylaxis and training according to recommendations from the installation Occupational & Environmental Health Working Group (OEHWG). (T-1)

6.8.7.2. Ensure the OEHWG has assessed health hazards/risks and made recommendations IAW AFI 48-145, *Occupational and Environmental Health Program*. (T-1)

6.8.7.3. Ensure Bio-Environmental (BE) and Public Health determines required respiratory and Personal Protective Equipment (PPE) based on health risk assessment of potential CBRN and physical hazards and implements applicable program requirements. (T-1)

6.8.7.4. Ensure on-scene medical support is provided and DMH Team is accessible during S&R operations. (T-1)

**6.9. S&R Supplies and Equipment.** FSS/CC will budget for and ensure stock items listed in **Table 6.2.** and **Table 6.3,** are procured, at a minimum. In addition, supplies and equipment required for the area's terrain and weather conditions should also be procured and on-hand, refer to AFH 10-247, Volume 4, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery*. The initial purchase of S&R supplies and equipment will be funded with the installation's O&M funds. (T-1)

6.9.1. Replacement of supplies and equipment used for S&R operation will be funded by the mortuary funding line established by the supporting MAJCOM. For replacement and funding procedures, refer to Chapter 9. (T-1)

**Table 6.2. Required S&R Supplies and Equipment**

Item	National Stock Number (NSN)	Minimum Quantity	
		Qty	Unit
Human Remains Pouch	9930-00-451-1231	8	Each
Plastic Bags, 18" x 12"	8105-00-902-6508	1,000	Each
Grease pencil, china marker	7510-00-436-5210	24	Each
Tag, shipping, cloth with wire tie	8135-00-178-9193	5,000	Each
Stakes, up to 4 feet long	Locally procured	1,000	Each
Bed sheets, white	7210-00-171-1099	12	Each
Two-way radios/extra batteries	Locally procured		
Megaphone	Locally procured		
Whistle	Locally procured		
Compass	Locally procured		
Handheld axe or machete	Locally procured		
Sifter	Locally procured	2	Each

**Table 6.3. Required Personal Equipment**

Item	National Stock Number (NSN)	Quantity
Leather gloves, workmen's cowhide, sizes small through large	8415-00-268-7868-7872	26 pair
Gloves, surgeon's	6515-00-782-6475 – Additional protective gloves as specified by BE to provide protection against chemicals that will be present, sizes SM-LG.	26 boxes
Mask, surgical	6515-00-982-7493 – Note: Surgical masks do not provide respiratory protection against harmful atmospheres (CBRN or physical) and are only intended for comfort of the S&R team members against nuisance dust.	5 boxes
Safety-toed Boots		1 pair each
Eye protection		1 pair each
<b>Location-specific equipment, e.g., hip waders in FL</b>		

**6.10. Personal Protective Equipment (PPE).** Accidents involving aircraft with composite materials will require the use of PPE. The recommended amounts/types listed in **Table 6.4.** represent minimal PPE requirements to outfit one person. (T-1)

6.10.1. Bioenvironmental (BE) and CE make the final determination regarding required PPE (including respiratory protection) based on the specific health risk assessment at the accident site. (T-1)

6.10.2. Each crash or incident may require specific PPE, therefore, installations will not be required to stock PPE, but must have a plan in place to procure PPE deemed necessary by BE at the time of the incident.

**Table 6.4. Required PPE**

Item	Quantity	Usage
Lightweight polyethelene fiber coveralls, such as 'Tyvek', with hood and booties	20 each	2 per day
Protective Gloves, as determined by BE	20 each	2 per day
Respiratory protection, as determined by BE	1 each	Reusable
Filter cartridges for respirator, as determined by BE	20 each	2 per day

### *Section 6B—Planning & Execution of S&R Operations*

#### **6.11. Responsibilities and Actions During S&R Operations.**

##### 6.11.1. AFMAO. Will:

6.11.1.1. Respond to all aircraft mishaps or any mishap involving death and/or mass fatalities occurring within the CONUS, Canada, Puerto Rico and Central America, unless full recovery and BTB status of individuals involved in the incident are immediately established. Any incidents other than aircraft mishaps and mishaps involving death and/or mass fatalities, , identification assistance from AFMAO will be immediately available upon request. If needed, provide a mortician worldwide to assist with S&R, identification, preparation and disposition of remains at all Air Force-related incidents with multiple remains and/or dismemberment. OCONUS morticians will respond in their AORs if possible. If not, AFMAO morticians will augment. **NOTE:** Air Force morticians are authorized uniforms to include safety-toed boots in support of the Air Force mortuary mission. (T-1)

6.11.1.2. Coordinate S&R team deployment with MAJCOM, Installation Mortuary Officer, and Emergency Operations Center Director. (T-1)

6.11.1.3. Provide technical assistance with S&R operations as well as recovery during salvage operations. When on an installation, mortuary affairs personnel will report directly to the Emergency Operations Center Director. If the incident is off the installation, report to the incident commander/director. (T-1)

##### 6.11.2. Mortuary Officer. Upon notification of an aircraft mishap or mass fatality incident will:

6.11.2.1. Ensure the S&R team is alerted and on standby for a potential recall. (T-1)

6.11.2.2. Report to the scene to survey the situation to determine logistical and operational S&R requirements and the number of S&R personnel required. (T-1)

6.11.2.3. Coordinate S&R activities with the incident commander, Safety Investigation Board (SIB) Medical Officer (for aircraft accidents), installation medical services director, staff judge advocate, and local civil authorities, as applicable. (T-1)

- 6.11.2.4. Coordinate to ensure CE personnel and GPS equipment are available at the site to plot remains, personal effects and wreckage, and to produce a survey-level map of the site. (T-1)
- 6.11.2.5. Determine how to respond to incident taking into account the considerations in **Table 6.5**.
- 6.11.2.6. Brief S&R team before they begin S&R operations. (T-1)
- 6.11.2.7. Ensure each team consists of the team leader, two flankers, and enough line people to adequately cover the search area. (T-1)
- 6.11.2.8. Ensure two flankers are equipped with portable megaphones, whistles, compasses, sketch maps, and either a machete or a hand ax, if required to clear ground brush. (T-1)
- 6.11.2.9. Ensure each S&R team leader is provided with hand-held or portable radios for communication with the Mortuary Officer who, in turn, will communicate directly with the on-scene commander. (T-1)
- 6.11.2.10. Ensure availability of backup communications equipment such as cell phone, flashlights, etc. (T-1)
- 6.11.2.11. Lead S&R operations and report details by secure telephone, if possible, or by e-mail message to the MAJCOM/A1 and AFMAO at [AFMAO.OpsCenter@us.af.mil](mailto:AFMAO.OpsCenter@us.af.mil).
- 6.11.2.12. Conduct additional S&R in the event additional remains are discovered during aircraft salvage operations. (T-1)
- 6.11.2.13. Inform the PADD, sponsor and PNOK of S&R status. (T-1). **NOTE:** Because of the possibility of subsequent recovery when remains are not intact, the Mortuary Officer will **not** request disposition instructions prior to termination of aircraft salvage operations without the approval of AFMAO. The MAJCOM/A1 and AFMAO will be advised of salvage operation status changes by e-mail, [AFMAO.OpsCenter@us.af.mil](mailto:AFMAO.OpsCenter@us.af.mil).
- 6.11.2.14. Ensure S&R team members receive intervention from the DMH Team IAW AFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*, at the onset and conclusion of S&R. (T-1)
- 6.11.2.15. Ensure remains are positively identified using scientific means if they are non-viewable or have suffered trauma where the remains cannot be restored to a viewable condition (see **paragraph 7.3**). (T-1)
- 6.11.2.16. Ensure support for preserving visual evidence of the incident site including a photographer and videographer through Installation Public Affairs or Visual Information as required in **Paragraph 6.11.9**

**Table 6.5. S&R Planning Considerations**

1. Hours of daylight and weather conditions available for S&R.
2. S&R equipment that will be needed and as required by geographical location of mishap (i.e., chest waders in swamps).
3. Transportation for S&R team members.
4. Food, water, and other support items required (tents, etc.)
5. Helicopter availability, for site survey.
6. Establishment of a base camp when necessary; i.e., if there is a lengthy S&R and the location is distant from the nearest installation. A base camp should be established at the end of the line of communications and near the search area. This should ensure that full support (medical/food/shelter) is available in the event of inclement weather or injuries, etc. If the situation permits, S&R personnel should operate from the base camp, returning after completing each day's S&R effort. Follow guidance in AFMAN 34-240 for providing meals to S&R team members at the site. Use of O&M (3500) funds and recoupment of each meal cost by members that are on orders should be applied using AF Form 79.
7. Number of S&R personnel available and required.
8. Size, shape, and terrain of search areas.
9. Initial direction of search pattern.
10. Spacing between S&R team members.
11. Search area entrance and exit points.

6.11.3. S&R Team Leader. Will:

6.11.3.1. Ensure members respond with sufficient personal items in event of multi-day deployment. (T-1)

6.11.3.2. Ensure appropriate S&R equipment is assembled. (T-1)

6.11.3.3. Acquire team transportation to and from S&R area (limit travel by foot). (T-1)

6.11.3.4. Brief and account for all team members. (T-1)

6.11.3.5. Coordinate with CE to determine search areas and document on maps. (T-1)

6.11.3.6. Execute the search action plan. (T-1)

6.11.3.7. Record search coverage. (T-1)

6.11.3.8. Obtain primary and alternate communications frequencies and schedules from the appropriate base agencies and establish communications with the base camp or base, as appropriate. Equip flankers with radios, portable megaphones, whistles, or similar items and copies of the sketch map of the mishap site to facilitate communications when deployed. (T-1)

6.11.4. Senior Medical Officer. Will:

6.11.4.1. Ensure on-scene medical support is provided during S&R operations. (T-1)

6.11.4.2. Ensure DMH Team provides support to the S&R team. (T-1)

6.11.4.3. Remains are released to the Mortuary Officer for processing following completion of medical actions. (T-1)

6.11.5. The Safety Investigation Board (SIB). Investigates mishaps when there has been loss of life. The board is usually on scene within 72 hours following a mishap. The Incident Commander assumes control of the scene. The SIB President assumes control of the safety investigation under the provisions of AFI 91-204, *Safety Investigations and Reports*. The SIB Medical Officer trained in life support systems will be responsible for the life sciences aspect of the investigation and will supervise the identification process. (T-1)

6.11.6. The Interim Safety Investigation Board (ISIB) Medical Officer. The ISIB Medical Officer and the Mortuary Officer assigned by the commander of the Air Force base nearest the mishap will initially collect life sciences evidence in an aircraft mishap. This will be done before the permanent SIB Medical Officer arrives. Together they will accomplish the following:

6.11.6.1. Preserve perishable evidence, to include video and still photography at the mishap site, collecting laboratory samples, completing radiological studies and obtaining initial witness statements. (T-1)

6.11.6.2. Ensure nonperishable evidence associated with human remains (life support equipment, aircraft egress systems, etc.) is left undisturbed at the mishap site. (T-1)

6.11.6.3. Coordinate with the AFMES for forensic pathology assistance. AFMES can be reached via telephone at any time through DSN 366-8648 or commercial (302) 346-8648. (T-1)

6.11.6.4. Facilitate access of the AFMES medical examiner to the dead and injured. (T-1)

6.11.6.5. Obtain health and dental records of the decedents. (T-1)

6.11.7. CE will provide GPS and/or optical survey equipment and trained personnel to plot remains, personal effects, and aircraft wreckage. Daily maps will be produced and archived to reflect S&R progress. (T-1)

6.11.8. PA will provide photographer support. (T-1)

**6.12. Search Tactics and Techniques.** Refer to AFH 10-247, Volume 4, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery*, for detailed instructions.

**6.13. Recovery Operations Instructions.** Recovery is the most important and demanding phase of the field operation and is time sensitive. Valuable investigative information, identification of remains and mishap clues can easily be destroyed by hasty/incomplete recovery actions. The Mortuary Officer will work closely with the medical officer to ensure remains are properly examined, staked, tagged, photographed and plotted using GPS before removal. When GPS (CE) is not available, hand-drawn maps/sketches will be produced and used. (T-1)

6.13.1. Recovery operations must be carefully coordinated, since the tagging and designation of remains and portions of remains is vitally important in later examination of these remains.

**NOTE:** Recovery team may be the same as the S&R team, or could be the augmentees. (T-1)

6.13.2. The recovery team will consist of approximately nine members (1 – team leader and 8 persons recovering remains), a Public Affairs photographer/videographer, and CE member with GPS. This selection provides efficient use of manpower as well as an available source of replacements. (T-1)

6.13.3. Remains are usually dismembered and/or burned. In many mishaps, there may not be 100% recovery. Unit members must handle remains and personal effects with the utmost care to ensure against loss or destruction of valuable identification media or evidence. (T-1). **NOTE:** No remains will be moved or disturbed without the consent of the ISB/SIB Medical Officer or Incident Commander.

6.13.4. Use helicopters, if available, to visually survey the terrain and assist in determining the overall area to be searched.

#### **6.14. The Recovery Process.**

6.14.1. Each stake will be marked with the appropriate letter designation: "R" for intact remains, "P" for partial or fragmented remains and "E" for personal effects. An "R" number will be assigned to any item found that constitutes more than 50 percent of a human body and includes a majority of the torso. The team leader will make this determination. Items not representing more than 50 percent are classified as a portion and will receive a sequential "P" number. A torso will be marked as human remains. Body regions such as an isolated head or legs, even if attached at the pelvis, will be marked as portions. Each letter will be followed by sequential numbering (example, R-1, P-1, P-2) using consecutive recovery numbers for each stake. (T-1)

6.14.2. When a GPS is available, the location of each stake will be plotted to include "R", "P" or "E" numbers. (T-3)

6.14.3. Three tags will be used for each remains (or portion thereof) found. The R- or P-number must be written on each tag. One tag will be attached to the stake. The second tag will be attached to the remains themselves. The third tag will be attached to the human remains pouch (HRP) or Ziploc-type bag the remains, or effects, are placed in. (T-1)

6.14.4. A color photograph must be taken of each remains with the tag's "R- or P-number" showing. The photograph or videotape must include a close-up shot of the remains and an image depicting the remains in relationship to the majority of the wreckage or the mishap scene. If there are a large number of fragmented portions, a master tag will be affixed to humans remains pouch (HRP). (T-1)

6.14.5. The remains will be carefully placed in a human remains pouch (HRP) or plastic bag. Handling will be minimized to prevent undue damage. If there are a large number of fragmented portions, a master tag will be affixed to the HRP. (T-1)

6.14.6. The ground beneath the remains and the immediate area will be carefully examined to assure all portions are recovered. (T-1)

6.14.7. Once a photo or video has been taken of the remains, the third tag, marked with the same R- or P-number, must be securely attached to the outside of the pouch or plastic bag. (T-1)

6.14.8. The remains must be iced or refrigerated as soon as possible to reduce degradation and transported by mortuary personnel to the temporary collection point or morgue. (T-1)

6.14.9. Additional information required on each tag is as follows: Recovery mission number (assigned by AFMAO), Recovery Organization, Branch of Service, Date, Believed to Be (BTB) name if available or appropriate (place the BTB information on the tag reverse side). Exceptions to this policy will be considered when there are large numbers of small fragmented portions. A master tag will be affixed to the HRP with the info above to include the sequential P-numbers contained inside the HRP (i.e., P1-P300). All fragmented portions will be individually bagged and tagged with the appropriate P-number. (T-1)

6.14.10. On-scene Mortuary Officer/AFMAO will provide guidance and request the Accident Investigation Board (AIB) and or SIB President to retain either recovered remains on scene, or at a central holding location until S&R is terminated. (T-1)

6.14.11. Building Searches. A floor-by-floor and room-by-room search will be accomplished when conducting S&R operations in buildings that have been damaged or destroyed by explosions, fire, aircraft, or weather. Buildings should be determined to be structurally safe before S&R team enters it. Numbering system for remains and personal effects will reflect floor and room number (i.e., F1R320R-1 would represent a remains recovered on first floor, room 320). S&R operations may be under the control of civil authorities (i.e., location is a federal crime scene). In cases where remains are in damaged structures close coordination with the fire department and structural safety representative is essential. If the structure is not sound, remains will be recovered as debris is removed. Advance coordination with your base fire department is needed to ensure the assistance of the Urban S&R team is available. S&R teams are not trained to perform recovery operations in confined spaces or collapsed structures. (T-1)

**6.15. Termination of S&R.** AFMAO and the MAJCOM/A1 will be notified telephonically and through email when S&R operations are terminated. Frequently, portions of remains are found adhered to or under aircraft parts. Leave the team leader and at least five S&R team members at the scene to be present during salvage operations should there be subsequent recovery. (T-1). **NOTE:** Because of the possibility of subsequent recovery when remains are not intact, the Mortuary Officer must not request disposition instructions prior to termination of aircraft salvage operations without the approval of AFMAO. The MAJCOM/A1 and AFMAO will be kept advised of salvage operation status changes by telephone and e-mail. (T-1)

**6.16. Recovered Personal Property and Effects.**

6.16.1. Personal property and effects will not be removed from remains at the mishap site. This will include official cards (line badge, ID card, etc.) and papers, nametags and accoutrements from remains at the mishap site. These items will be left with the remains, to preserve supportive identification evidence. (T-1)

6.16.2. Personal effects (PE) found loose at the site will be annotated on the site map and placed in plastic bags secured with wire tie shipping tags. The letter "E" will be indicated (denoting personal effects) on each tag followed by the consecutive recovery number E-1, E-2, etc. The items must be safeguarded and delivered to the identification processing facility. The Mortuary Officer will be directly responsible for loose personal effects. PE will be inventoried and annotated on DD Form 1076, *Record of Personal Effects of Deceased Personnel*. (T-1)

6.16.3. There should not be any attempt to re-associate personal property or accoutrements found loose at the mishap site until the remains are processed and identified. If an item is believed to be associated with remains, note on the reverse side BTB associated with R-number or P-number. (T-1)

**6.17. Handling Recovered Remains.** Since medical and life support clues are time sensitive and fragile, it is imperative that no remains be disturbed after recovery until the Medical Officer conducts the investigation. It is especially important that clothing and equipment remain intact. Usually, the Medical Officer has the medical records at the time of examination and autopsy. The ISB/SIB Medical Officer will supervise the identification process. If positive identification cannot be established, AFMAO personnel responding to the mishap will assist the Medical Officer from the agency that has jurisdiction (local coroner, medical examiner or AFMES) with identification. The Medical Officer will release the remains to the Mortuary Officer for processing following completion of all medical actions. (T-1). **NOTE:** Clothing and equipment removed from remains will not be destroyed without Medical Officer coordination.

6.17.1. Preservation of Remains. The remains must be refrigerated at a temperature of 34 to 40 degrees Fahrenheit or 3.3 to 4.4 degrees Centigrade. If refrigeration equipment is not readily available nor leasable, pack bagged remains in ice or ice packs in insulated chests or in a transfer case, depending on size of the remains. Ice will not be placed directly on remains. (T-1)

6.17.2. Facilities for Processing Remains (Temporary Morgue). Ensure that the facility used for identification processing of remains can be secured, has proper ventilation and good lighting, has hot and cold running water, sufficient floor space for simultaneous processing of remains, and loading/unloading areas that can be screened from public view. Aircraft hangar or warehouses are suitable structures. Gymnasiums and other FSS facilities used to serve customers will be used as a last resort. Installations will identify facilities to be used as a temporary morgue in their installation mortuary plans. (T-1)

6.17.3. Forensic Pathology Investigations. The AFMES may conduct a forensic pathology investigation to determine the cause of death of a deceased person IAW DoDI 5154.30, *Armed Forces Institute of Pathology Operations*. (T-1)

**6.18. After Action Comments.** NLT 30 days after completion of S&R operations, the Mortuary Officer will submit after action comments to AFMAO through their MAJCOM. Include the location of the incident, the start and end date of S&R operations, the number of fatalities, lessons learned or limiting factors and recommendations for improvement. (T-1)

## Chapter 7

### IDENTIFICATION OF REMAINS

#### **Section 7A—General Identification (ID) Policy.**

**7.1. Overview.** It is the policy of the Air Force to individually segregate and identify remains of all deceased personnel to the fullest extent possible and to use all available means and scientific resources to accomplish this. No information concerning identification will be released until final conclusions are established on all remains. (T-1)

**7.2. The ID Process When Remains Are Recognizable.** If the remains are recognizable, presumptive identification will be established using DD Form 565, *Statement of Recognition of Deceased*. Identification based on circumstantial evidence, such as wallet contents or car registration is not acceptable. The Mortuary Officer will not brief the PADD on mortuary entitlements until the remains have been positively identified. (T-1)

**7.3. The ID Process When Remains Are Not Recognizable.** If remains are not recognizable, scientific means must be used to establish a positive ID. Scientific identification will include the use of dental, finger or footprint, deoxyribonucleic acid (DNA), or other scientific means as directed by AFMES or the agency with local jurisdiction. If local ID support is not available, the Mortuary Officer will contact AFMAO/MA for ID assistance. The Mortuary Officer will not brief the PADD on mortuary entitlements until the remains have been positively identified. In the interim, the PADD, sponsor, or PNOK should be kept informed daily on the status of identification. (T-1)

7.3.1. Remains will be officially designated as individually identified when it is concluded, with medical certainty using all identification media available, that the identification findings are in scientific agreement with an individual by name. (T-1)

7.3.2. Remains will be officially designated as unidentified when it is concluded the scientific identification process does not associate those remains with any individual by name. **NOTE:** No remains are officially designated as unidentified or unknown unless determined by AFMES or the agency with local jurisdiction or until an Air Force mortuary specialist makes a complete review of the case. **NOTE:** Unidentifiable classification is determined by medical examiner. When classified as unidentifiable, the mortuary specialist will generate an AF Form 697, *Identification Findings and Conclusions*. (T-1)

7.3.3. Commingled remains that cannot be identified will never be apportioned to the known number of individuals who die in a common accident for release to the PADD. Commingled remains that come from a common incident, that includes 1 or more Airmen that cannot be individually identified will be buried/interred as a group in a common grave in a national cemetery. (T-1)

7.3.4. When remains of United States armed forces personnel and remains of foreign personnel are involved in the same accident outside CONUS and identification cannot be promptly established, AFMES will be contacted for identification assistance. (T-1)

**7.4. ID Documentation Requirements.** Identification conclusions will be documented on:

7.4.1. AF Form 697, *Identification Findings and Conclusions*. (T-1)

- 7.4.2. AF Form 1801, *Postmortem Dental Record*. (T-1)
- 7.4.3. AF Form 1802, *Ante Mortem Dental Record*. (T-1)
- 7.4.4. AF Form 1803, *Dental Identification Summary Report*. (T-1)

**7.5. ID Process for Mass Fatality Incidents.** In the event of a mass fatality incident (defined as five or more fatalities involved in a common incident):

- 7.5.1. In CONUS. For all CONUS mass fatality incidents, the Medical Officer from the responding installation will notify the Armed Forces Institute of Pathology (AFIP)/AFMES. The location to perform the identification and pathological examinations will be determined jointly by AFMES in consultation with AFMAO. (T-1)
- 7.5.2. OCONUS. Once S&R operations have been terminated, remains will be moved promptly to the Port Mortuary, Dover AFB, DE facility for identification and pathological examinations. Remains must not be moved before termination of S&R occurs. The AFMES must be notified of death(s) to determine death investigation and autopsy requirements. When remains are being shipped to Port Mortuary, Dover AFB, DE each BTB remains will be placed in a transfer case with sufficient wet ice or chemical gel packs to retard decomposition during transit. AFMAO Ops Center and the applicable MAJCOM will be notified of shipment, using the movement of remains message format at [Table 3.3](#) Applicable records listed in [Table 7.1](#) and all other documents generated in the processing of the remains will be shipped with the remains. (T-1)

***Section 7B—Identification Roles and Responsibilities.***

**7.6. AFMAO Mortuary Affairs (MA).** Will:

- 7.6.1. Upon AFMES request for dental and medical records, coordinate with the Mortuary Officer, from the home duty station of Airmen, to include Civilian employees, killed in an aircraft mishap or in a combat theater of operations, to collect and forward the decedents' medical and dental records to facility performing autopsy/identification. (T-1)
- 7.6.2. Respond to any questions pertaining to the completion of identification forms and provide assistance with completion of the forms. (T-1)
- 7.6.3. Coordinate with the PADD or PNOK and arrange a date and time for AFMES personnel explain how the identification was established for cases under AFMES jurisdiction. (T-1)
- 7.6.4. Coordinate with the PADD or PNOK and arrange a date and time to explain how the identification was established for cases under Joint Prisoners of War, Missing in Action Accounting Command (JPAC) jurisdiction. (T-1)

**7.7. The Mortuary Officer.** Will:

- 7.7.1. Ensure the local medical examiner/coroner processes the remains for individual identification using all available resources. (T-1)
- 7.7.2. Request identification assistance from AFMAO/MA when identification cannot be established. (T-1)

7.7.3. For cases under local Medical Examiner/Coroner purview, provide the ME/coroner with a sufficient quantity of AF Forms 697, 1801, 1802, 1803 and **Attachment 2, Instructions for Completing AF Form 697**, once the recovered remains are transported for examination. (T-1)

7.7.4. Ensure the required documentation is complete (AF Form 697, AF Form 1801, AF Form 1802, and AF Form 1803). Assist the examining official in completing the required documents, when required. (T-1)

7.7.5. Obtain necessary records from the deceased person's organization or installation for deaths that do not require investigation. See **Table 7.1** for the list of records. **NOTE:** For requested medical and dental records, the Mortuary Officer will coordinate with MDG. For civilian records, the Mortuary Officer will coordinate with the civilian's PNOK. (T-1)

7.7.6. Notify AFMAO/MA, if the PADD or PNOK requests a second opinion regarding identification. The PADD or PNOK should then be advised, either in person or by next day delivery letter, as applicable, that the Air Force will accommodate their request. All cost associated with a second opinion will be at the PADD or PNOK's expense. (T-1)

**7.8. The SIB Medical Officer (Aircraft Mishaps).** For mishaps investigated (AFI 91-204, *Safety Investigations and Reports*), the SIB Medical Officer will:

7.8.1. Support installation S&R team and AFMAO/MA in access to the site and recovery of remains. (T-1)

7.8.2. Collect and safeguard medical/dental records for mishaps. (T-1)

**7.9. Examining Official.** Local coroner, medical examiner or AFMES will serve as the examining official and will examine and process the remains for identification. (T-1)

### ***Section 7C—The Identification Process.***

**7.10. Obtaining Records for Identification.** For mishaps requiring investigation (IAW AFI 91-204, *Safety Investigations and Reports*), records will be collected by and are available from the SIB. When deaths do not require investigation by the SIB, the Mortuary Officer at the installation responsible for recovery of the remains will:

7.10.1. **(CONUS, including Alaska, Hawaii, Guam, Puerto Rico, and US Virgin Islands)** Obtain necessary records from the deceased person's organization or installation. (**Table 7.1** for the list of records). (T-1)

7.10.2. **(OCONUS)** Obtain necessary records from the deceased person's organization or installation for deaths that do not require investigation (AFI 91-204, *Safety Investigations and Reports*), if the installation is in the same overseas geographical location where the remains are located. The records will be sent with the remains to the Port Mortuary, Dover AFB, DE for identification examination. If the decedent's organization or installation of assignment is in the CONUS and records cannot be readily obtained, advise AFMAO and the owning MAJCOM by e-mail when notifying of shipment of the unidentified remains. AFMAO/MA will take the necessary action to obtain the records. The original applicable records, which include those listed in **Table 7.1** and all other documents generated in the processing of remains, must be shipped separate from the human remains via Federal Express or other overnight shipping service to expedite delivery and ensure tracking capability.

However, one *copy* of the same records must be shipped with the human remains in a waterproof, sealed package to be placed outside the HRP, but inside the transfer case. (T-1)

**Table 7.1. Identification Records**

Form #	Title
	Passenger Manifest
AF Form 137	Footprint Record (Aircrew only)
	Common Access Card (Military or Civilian)
DD Form 4	Enlistment/Reenlistment Document—Armed Forces of the U.S.
DD Form 175	Military Flight Plan, or other equivalent form
DD Form 1833	Isolated Personnel Report (ISOPREP), also commonly referred to as a Combat Search and Rescue (SAR) card
SF Form 88	Report of Medical Examination
SF Form 93	Report of Medical History
SF Form 502	Medical Record—Narrative Summary (Clinical Resume)
SF Form 513	Medical Record—Consultation Sheet
SF Form 601	Health Record—Immunization Record
SF Form 603	Health Record—Dental
AFMES Form 40-31a	Consultation Report on Contributor Materials (DNA)
	Health and Dental X-rays

### 7.11. Handling Personal Property and Effects.

7.11.1. The medical examiner will ensure Air Force-issued ID tags on the remains at time of death stay on or with the remains. (T-1)

7.11.2. Once the medical examination is complete, the Mortuary Officer will process the clothing, accoutrements, and PE (AFI 34-511, *Disposition of Personal Property and Effects*). If the remains are wrapped, leave one ID tag on the remains and pin the second ID tag to the blanket. Complete DA Form 4137. (T-1)

### 7.12. Findings and Conclusions.

7.12.1. The Mortuary Officer or AFMAO/MA will document all findings and conclusions. Annotate AF Form 697, *Identification Findings and Conclusions*, with all identification criteria (DNA specimens, physical descriptions, physical-anthropological characteristics, blood groups, foot and fingerprints, dental characteristics, and accoutrements) compared or evaluated with records of each deceased person processed ([Attachment 2](#) refers for instructions on completing the form). (T-1)

7.12.2. The medical examiner will officially declare remains individually identified when it is concluded, with medical certainty using all identification media available, that the identification findings are in scientific agreement with an individual by name. (T-1)

7.12.3. The medical examiner will officially designate remains as unidentified when it is concluded the identification does not compare scientifically with any individual by name. (T-1)

7.12.4. The Dental officer will prepare AF Forms 1801, 1802, and 1803. If accomplished at Port Mortuary, Dover AFB, DE the dental officer will prepare AFIP Form 93N. (T-1).

**NOTE:** Refer to AFI 47-101, *Managing Air Force Dental Services*, for instructions on completing AF Form 1803.

7.12.5. The Mortuary Officer will sign and send the forms to the Installation Commander responsible for recovery of remains for his/her approval and signature. (T-1)

**7.13. If the PADD or PNOK Has Concerns/Doubts About the Identification.** When the PADD, PNOK or other relatives have concerns or doubts about identification or need explanations and demonstrations on how identifications were established, the Mortuary Officer will immediately notify AFMAO/MA, DSN 445-3982, or COMM 302-677-3982 during duty hours, or 1-800-531-5803 during non-duty hours. Mortuary Officer will transmit by Federal Express, DA Form 4137, AF Forms 697, 1801, 1802 and 1803 with all supporting documents, supporting health records, x-rays, prints and photos to AFMAO/MA. An Air Force mortuary specialist will contact the PADD, PNOK, or other relative and arrange a date and time to visit with them to explain how the identification was established. (T-1). **NOTE:** If remains were not processed locally, AFMAO/MA will coordinate with AFMES personnel to assist in explaining the identification. (T-1)

**7.14. PADD or PNOK's Right to Second Opinion Regarding Identification.** The PADD or PNOK has the right to engage, at their expense, a private, professional forensic specialist to examine the remains following positive individual identifications established by the Air Force. The PADD or PNOK will obtain a second opinion for remains of Air Force personnel (active duty, family members, civilian employees and their family members and certain other eligible persons). If the PADD or PNOK wishes to exercise this right, they will advise the Mortuary Officer. (T-1)

7.14.1. Mortuary Officer will notify AFMAO/MA of the request for a second opinion. Mortuary Officer will advise the PADD or PNOK, either in person or by next day delivery letter, as applicable, that the Air Force will accommodate their request. (T-1)

7.14.2. AFMAO/MA will select a funeral home located in the vicinity to receive the remains and maintain custody of the remains for the Air Force. The funeral home will deliver remains to the examination facility specified by the PADD, attend examination and return the remains to the funeral home to await further instructions from AFMAO/MA. AFMAO/MA will pay the charges for the funeral homes services, transportation and hand-carry the identification documents to the examination site. (T-1)

7.14.3. After the remains arrive at the designated examination facility, the PADD or PNOK will arrange for the private forensic specialist to examine the remains. (T-1)

7.14.4. If the PADD or PNOK accepts the identification, the Mortuary Officer will obtain disposition instructions and follow the usual procedures for carrying out disposition. If the remains are to be moved to another location, the Mortuary Officer will arrange for the delivery of the remains to the airport and further movement to the specified destination at Air Force expense. (T-1)

7.14.5. If the PADD or PNOK does not accept the identification, the Mortuary Officer will obtain a written rejection statement by next day delivery. The PADD or PNOK will be advised that an Air Force mortuary specialist will examine the remains to verify that they are the same remains shipped by the Air Force. (T-1)

7.14.6. If the second opinion confirms the initial identification, Mortuary Officer will contact a secondary next of kin (SNOK) (immediately next in line by priority in [paragraph 1.12](#)). If the SNOK accepts the identification of remains but the PADD or PNOK does not, the Air Force will recognize the SNOK as the primary person to direct disposition. He or she will be afforded all rights and benefits in directing disposition of the remains. (T-1)

7.14.7. If after verifying the remains are the same and neither the PADD or PNOK or SNOK accepts the identification, the Air Force will retain custody of the remains and inter remains in a designated location directed by AFMAO/MA. (T-1)

7.14.7.1. The remains will be interred in the name of the person identified by the Air Force with full military honors and a chaplain of decedent's denomination following normal procedures. (T-1)

## Chapter 8

### INSTALLATION HONOR GUARD PROGRAM AND CONDUCT OF MILITARY FUNERAL HONORS

#### *Section 8A—General Honor Guard Policy.*

**8.1. Military Funeral Honors (MFH) Mission.** *The Honor Guard is an installation commander or senior Air Force officer under a joint base construct program administered by the Installation Honor Guard Management Office.* Providing dignified arrivals at destination airports for Air Force active duty deaths and military funeral honors honoring the service and sacrifice of our fallen Airmen is the primary mission of the base honor guard program. The Air Force installation honor guard closest to the arrival airport receiving a fallen Airman and escort, will, upon receipt of a supplemental death report including a shipping schedule, arrange for a seven (7) person HG detail to meet the arrival aircraft. Six (6) of the personnel will serve as casket bearers to transfer the casket from the aircraft to the hearse or other mode of transport, while the additional person renders a salute, along with the escort. The Air Force will ensure that, upon request, a funeral honors detail is provided for all eligible recipients. Base honor guards will support protocol and ceremonial functions for military and civilians, time and resources permitting. The military funeral honors mission takes precedence over all other ceremonial functions. **NOTE:** At no time will an Honor Guard program manager or member suggest a gift is required or accept a gift for his/her support in rendering MFHs.

**8.2. MFH Entitlement.** The Air Force will provide funeral honors and a flyover (if the member is eligible) at the place of final disposition, or at a memorial service for eligible persons. Funeral honors **will not** be provided more than once. The Honor Guard OIC or NCOIC, if performing MFH at a memorial service, must ensure no other honors are going to be provided elsewhere. The only authorized support for an installation memorial service is the posting of the colors. Eligible personnel are only entitled to MFH once. Honor Guard OICs must ensure that honors are always furnished to all that are eligible. Refer to **Section 8C, Military Funeral Honors Eligibility and Entitlements.**

**8.3. Performance of MFH.** MFH will be performed either prior to or following a service held. Ensure coordination with the Funeral Director and Cemetery Representative as to the timing of MFH presentation. Additionally, ensure the family has been consulted and if they are not in agreement as to when MFH are to be rendered, every effort will be made to meet the family request.

**8.4. Composition of the Funeral Honors Detail Required by Law.** Title 10, Section 1491, USC stipulates that MFH will consist of two (2) or more persons; this is also cited in DODI 1300.15, *Military Funeral Support*. At least two (2) members of the funeral honors detail will be members of the armed services (other than members in a retired status) at least one (1) of whom will be a member of the military service of which the decedent was a member. The remainder of the detail will consist of members of the armed forces or members of trained Veterans Service Organizations (VSOs). VSOs support **must be** requested by the OIC/NCOIC of the installation honor guard, with responsibility for performance of the honors, for the VSO members to be entitled to the daily stipend. Military members of the detail will wear their Ceremonial uniform while serving in the detail.

**8.5. MFH Ceremonial Requirements.** Title 10, Section 1491, USC stipulates a MFH detail will, at a minimum, include the folding and presentation of the American flag to the decedent's family and the playing of Taps. Every effort will be made to provide Taps via a professional bugler, military or civilian, voluntary or contracted. If a professional bugler is not available, Taps will be provided using the ceremonial bugle. If neither professional musician nor the ceremonial bugle is available, a high quality recorded version of Taps will be played, if the family has been advised. The detail will provide the audio equipment if not otherwise available for use at the cemetery. It is the Air Force's policy to provide additional honors elements to certain categories of personnel, as specified in **Section 8C, *Military Funeral Honors Eligibility and Entitlements***. Deviation from the standard honors detail sizes will only be authorized when it is deemed to be mission essential. **NOTE:** MFH must be provided unless circumstances as outlined in paragraph **8.6 Waiver of Funeral Honors** or MFH have been denied in accordance with law and published Air Force policy as outlined in paragraph **8.8 Denial of Military Funeral Honors**.

**8.6. Waiver of Funeral Honors.** The requirement to provide honors may be waived by the Secretary of Defense (this can be delegated to the Secretary of the Air Force) if they consider it necessary due to requirements of war, national emergency or a contingency operation or other military requirements. No other person or office may waive this requirement.

**8.7. Unsupported Funeral Honors Requests.** It is not an option to not support a request for MFH, nor is it appropriate to request a funeral home or family to change the service in order to accommodate the request. If an honor guard cannot support a detail request, they must contact other agencies for support in accordance with the MOA or in the following order if a MOA does not exist: Local Air National Guard or Air Force Reserve units, other local active duty Air Force base honor guards, other DOD Services who can perform MFH (i.e., Army, Navy, Marine Corps) and their MAJCOM/A1 office to ensure the requested is supported. An AF Form 1946, *Honor Guard Checklist*, must be completed indicating the circumstances and justification for the inability to support the request and submitted to AFSVA/SVORA and AFMAO/MA within five workdays. This information must also be recorded in the Tribute Assistance Planning System (TAPS, formerly known as the Funeral Honors Database), [https://www.dmdc.osd.mil/fhdb/owa/fhdb\\_main.login](https://www.dmdc.osd.mil/fhdb/owa/fhdb_main.login) within 30 days.

**8.8. Denial of Military Funeral Honors.** IAW with Title 10, Section 985 USC; Title 38, Section 2411 and DoDI 1300.15, *Military Funeral Support*, Military funeral honors support of any kind will be withheld for any of the following:

8.8.1. A person who has been convicted of a Federal capital crime (any criminal charge which is punishable by the death penalty) and whose conviction is final (other than a person whose sentence was commuted by the President).

8.8.2. A person who has been convicted of a State capital crime (any criminal charge which is punishable by the death penalty) and whose conviction is final (other than a person whose sentence was commuted by a Governor of a state).

8.8.3. A person who is found to have committed a Federal capital crime or a State capital crime, but has not been convicted of such crime by reason of such person not being available for trial due to death or flight to avoid prosecution.

8.8.4. A person who is a veteran, or who died while on active duty or as a member of a Reserve component, when the circumstances surrounding the person's death are such that to provide honors at the funeral or burial of the person would bring discredit upon the person's Service (or former Service). If the Air Force denies military funeral honors based on this provision, the following actions are required:

8.8.4.1. The decision to deny funeral honors rests with the Secretary of the Military Department concerned or their designee responsible for funeral honors within each Military Service at the flag rank or Senior Executive Service level.

8.8.4.2. The requesting family member of the deceased veteran or deceased active duty member will be provided a written explanation detailing the decision to deny honors.

8.8.4.3. A copy of the funeral honors denial letter issued by the Military Service will be forwarded to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), Attention: Military Funeral Honors. **NOTE:** It is appropriate for the Mortuary Officer to advise the PADD of an active duty Air Force member or PNOK of an Air Force retiree/veteran, whose death falls into any of the circumstances, outlined 8.8.1. – 8.8.4., of the requirement to process a package for denial of MFH, should they request MFH be rendered. If PNOK decides not to request MFH, the AF Form 970, *Statement on Disposition of Remains*, will be appropriately annotated. If the PNOK of a retiree/veteran decides not to request MFH, a memo for record will be accomplished and filed with the monthly AF Form 1946, *Honor Guard Checklist*.

8.8.5. Secretary of the Air Force has delegated denial of military funeral honors authority to AF/A1.

8.8.5.1. The Mortuary Officer at the installation with cognizance over the death is responsible to:

8.8.5.1.1. Immediately notify AFMAO/MA and AFMAO/HG of the death and circumstances.

8.8.5.1.2. Forward a bullet background paper (BBP) to AFMAO/MA including:

8.8.5.1.2.1. Circumstances of death.

8.8.5.1.2.2. Name, address, and phone number of the PADD or PNOK.

8.8.5.1.3. Forward a copy of any police report(s) to AFMAO/MA.

8.8.5.1.4. Forward a copy of any news articles regarding the circumstances of the death AFMAO/MA.

8.8.5.1.5. Notify the installation with AOR responsibility for honors where the interment is to be effected that a package for denial of honors is being staffed.

8.8.5.2. AFMAO/MA will:

8.8.5.2.1. Prepare denial of military honors package. Package will include eSSS, notification letter to PADD or PNOK advising of the decision, and documents listed in paragraphs 8.8.5.1.1. through 8.8.5.1.4.

8.8.5.2.2. Obtain a legal opinion.

8.8.5.2.3. Staff denial package to AF/A1S for coordination and to AF/A1 for approval.

8.8.5.2.4. Mail military honors denial notification letters to PADD or PNOK upon receipt of AF/A1 signed letters.

8.8.5.2.5. Send a copy of the funeral honors denial letter to:

8.8.5.2.5.1. MAJCOM of installation with responsibility for care of remains.

8.8.5.2.5.2. Installation with responsibility for care of remains.

8.8.5.2.5.3. MAJCOM of installation with AOR for MFH-had they been rendered, if different from 8.8.5.2.5.1.

8.8.5.2.5.4. Installation with AOR for MFH-had they been rendered, if different from 8.8.5.2.5.2.

8.8.5.3. HQ USAF/A1S will coordinate on denial package.

8.8.5.4. HQ USAF/A1 will:

8.8.5.4.1. Render decision.

8.8.5.4.2. Forward signed military honors denial notification letter to AFMAO/MA.

8.8.5.4.3. Send a copy of the funeral honors denial letter to Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD P&R).

**8.9. Annual Report to Congress.** Each calendar year, the Air Force along with the other Services, must submit funeral honors data for inclusion in an annual report to Congress prescribed by law. For the Air Force to meet this requirement, it is imperative that each base honor guard team provides AFMAO/HG data on the number and cost of MFH supported for their installation, in a timely manner. During the year, this information must be entered into TAPS no later than 30 days after the date of the detail. Timely entry provides higher headquarters with information they need to respond to high level inquires on funeral honors. It must be entered into the system no later than 15 days after the end of the calendar year.

#### **8.10. Responding to Funeral Honors Requests.**

8.10.1. Areas of Responsibility (AORs). Each installation will be responsible for providing requested MFH support within the base's AOR, identified on AFMAO Sharepoint.

8.10.2. Communicating With Funeral Director in their AOR (Program Outreach). Honor Guard personnel will educate funeral directors in their AOR of the MFH request process. Funeral directors must be made aware that:

8.10.2.1. They will contact the base directly or use the toll free number at 1-877-MIL-HONR/ 1-877-645-4667 to request honors. Families will not call the bases directly.

8.10.2.2. There is a MFH CoP located at <https://www.dmdc.osd.mil/mfh/> for their use as well as the source for the most recent MFH Directory.

8.10.2.3. Requests should typically be made as soon as possible, to prepare for the detail, with a minimum lead-time of 48 hours. A base honor guard unit will make every effort to prevent non-support of the request. If base honor guard unit cannot support detail, refer to [paragraph 8.7](#)

8.10.3. Dignified Arrival and Funeral Honors Request Outside the AOR of the installation where the death occurred. If the burial location is not within the AOR of the installation responsible for providing care for the deceased, the Mortuary Officer arranging the disposition will call the Mortuary Officer at the installation with AOR responsibility at the location for interment and notify them of the requirement for Dignified Arrival and MFH. The phone call will be followed-up with a Supplemental Death Message (delivery-confirmed e-mail). When a military member dies overseas and the remains are returned through AFMAO Port Mortuary, Dover AFB, DE, AFMAO/MA will notify the responsible installation of the requirement to provide a Dignified Arrival and MFH.

8.10.4. Funeral Honors Requests Overseas. Even though US law does not govern overseas locations outside the US and its territories, Air Force honor guard units overseas will attempt to respond to all requests for honors that do not impact the mission.

8.10.5. Communications Capabilities. Bases must be set up to receive funeral honors requests 24 hours a day, seven days a week. Bases are highly encouraged to have an individual answer the phone, especially after duty hours, instead of having the calls go into voicemail. If a voicemail system is utilized, it must be monitored every 8 hours and funeral directors must be contacted as soon as possible, but not more than eight hours after the request is submitted. An on-call Honor Guard representative letter will be filed with the base command post, which will prevent loss of time to adequately schedule, task and prepare the team especially for short notice requests.

***Section 8B—Funeral Honors Roles and Responsibilities.***

**8.11. HQ USAF/A1S. Will:**

8.11.1. Establish policy for the conduct of the Air Force Installation Honor Guard Program.

8.11.2. Monitor the upward reporting requirement.

8.11.3. Submit Air Force MFH data to OSD for inclusion in the annual report to Congress.

8.11.4. Serve as the focal point for the CMSAF Annual Honor Guard Awards Program.

8.11.5. Co-host worldwide base honor guard symposiums with the USAF Honor Guard and participate in the planning and preparation for the event. Event will be held as required and budget allows.

**8.12. Air Force Mortuary Affairs Operations (AFMAO). Will:**

8.12.1. Serve as the DoD Executive Agent for Military Funeral Honors.

8.12.2. Administer the TAPS program.

8.12.3. Oversee and approve changes to base level honor guard AOR.

**8.13. AFSVA/SVORA. Will:**

8.13.1. Manage the Military Personnel Appropriation (MPA) Man-Day Program for ARC military funeral honors augmentation.

8.13.2. Determine and budget for the annual MPA man-day and Base Operating Support (BOS) requirements based on MAJCOM/A1 Honor Guard Program Manager and submits report to HQ USAF/A1S Honor Guard as requested.

8.13.3. Allocate man-days to ARC units based upon active duty Honor Guard requests after AFSVA/SVOR validation, with info copy to AFMAO/ANG or AFRC.

8.13.4. Maintain man-day utilization and accountability report through the Manpower MPA Man-day Management System (M4S).

8.13.5. Approve all MOAs and support agreements between active unit and ARC units for MFH augmentation.

8.13.6. Process authorization for MPA orders for IMAs performing funeral honors duties.

8.13.7. Request MPA man-day waivers for volunteers performing funeral honors duty required beyond waiver limits because there are insufficient personnel to replace them.

8.13.8. Work with the ARC to initiate the funding for Active Guard Reserve (AGR) positions.

8.13.9. Initiate Joint Service Honor Guard MOAs for base honor guards whose mission will increase due to the opening of national cemeteries, realignment of AOR jurisdiction, or other such actions.

8.13.10. Work with bases to identify base-level, full-time honor guard manpower requirements (SDI 8G000) and obtain funding from AF/A1 to meet requirements.

**8.14. HQ AFRC/A1. Will:**

8.14.1. Establish policy for use of AFRC personnel for military honors.

8.14.2. Approve MOAs for base level Reserve honor guard augmentation.

8.14.3. Identify base-level full-time honor guard manpower requirements (AGR) and advocate funding in the AFRC POM.

**8.15. NGB/A1. Will:**

8.15.1. Establish policy for use of ANG personnel for military honors.

8.15.2. Approve MOAs for base level ANG honor guard augmentation.

8.15.3. Ensure ANG units performing MFH report in TAPS unless they're augmenting the active unit. When a Guard unit provides augmentees, the active unit will enter the data into TAPS.

8.15.4. Identify base-level full-time honor guard manpower requirements (AGR) and advocate funding in the ANG POM.

**8.16. The 11th Wing Commander (Joint Base Andrews, MD). Will:**

8.16.1. Be responsible for the USAF Honor Guard Program. (T-3)

8.16.2. Delegate authority through the 11th Operations Group Commander to the USAF HG/OIC for the USAF Honor Guard to serve as Office of Primary Responsibility (OPR) for the ceremonial procedures and wear of the uniform and mobile ceremonial training, for base honor guards. (T-3)

**8.17. The USAF Honor Guard. Will:**

- 8.17.1. Establish standardized uniform wear, ceremonies, equipment, and ceremonial training programs. (T-3)
- 8.17.2. Coordinate all uniform issues concerning base honor guards through 11th Wing/CC, HQ USAF/A1S, HQ AFPC/DPSOOC, and submit requests through the annual uniform board. (T-3)
- 8.17.3. Conduct regional SAVs when requested by MAJCOMs and bases. The requesting MAJCOM or base will fund the SAVs. (T-3)
- 8.17.4. Provide HQ USAF/A1S, each MAJCOM and base-level honor guard with projected training schedules for units/bases to use in budgeting training requirements. (T-3)
- 8.17.5. Provide procedural guidelines for base honor guard teams, entitled *USAF Honor Guard Manual*, available on their CoP and listed under Ceremonies and Protocol Training Aids at: <http://www.honorguard.af.mil/bhg/index.asp> and will ensure the guidance provided is current. (T-3)
- 8.17.6. Ensure ceremonial training programs, uniform issues and proposed changes to military funeral honor policies and procedures are coordinated through 11 WG/CC to HQ USAF/A1S. Provide coordinated changes to each MAJCOM/A1 and base honor guard. The training manual will be updated, at a minimum, on a biannual basis. (T-3)
- 8.17.7. Provide a current list of available training aides to AFMAO/HG and base level honor guards, and advise the same when new training aides become available. (T-3)
- 8.17.8. Act as OPR for all HQ Air Force Level funeral support. This will include current and former Secretaries of the Air Force, Chief of Staffs and Chief Master Sergeants of the Air Force. All funeral support will be coordinated through 11 OG/CCX. (T-3)
- 8.17.9. Maintain the following CoP: <http://www.honorguard.af.mil>. (T-3)
- 8.17.10. Maintain the official Air Force Honor Guard Training Guide, which will be posted at the following CoP: <http://www.honorguard.af.mil>. (T-3)
- 8.17.11. Co-host worldwide base honor guard symposiums with AF/A1S and participate in the planning and preparation for the event. Event will be held as required and budget allows.

**8.18. The Installation Commander. Will:**

- 8.18.1. Maintain overall responsibility for the base honor guard program. (T-3)
- 8.18.2. Ensure military funeral honors are furnished to all eligible decedents in accordance with this instruction. (T-0)
- 8.18.3. Provide adequate funding and resources to meet the operational requirements of the base honor guard program. This includes, but is not limited to, providing each honor guard member with a complete installation honor guard ceremonial uniform as outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Table 3.2, equipment, training materials and equipment, etc. (T-0)
- 8.18.4. Provide storage, training and administrative space for the base honor guard team. (T-3)

8.18.5. Determine the size of the honor guard team required for their installation, taking into consideration where the installation is located, the population and the projected workload. (T-2)

8.18.6. Request subordinate and tenant unit manpower support. If there are insufficient active duty volunteers, request MAJCOM/A1 approval for ARC augmentation and/or establish an organizational quota system and engage with authorized providers. (T-3)

8.18.7. Establish MOAs between host base honor guard and ARC organizations using the MOA format in Attachments 7 and 8. (T-3)

8.18.8. Appoint an Honor Guard OIC/NCOIC. (T-3)

8.18.9. Provide recognition programs to include all who participate in honor guard activities. (T-3)

8.18.10. Integrate authorized full-time/AGR positions into the base honor guard program. (T-3)

8.18.11. Provide funding for the HG NCOIC to attend the appropriate training courses conducted by AFMAO/HG and the Air Force Honor Guard within three to six (3-6) months of appointment to the position. (T-3)

8.18.12. Ensure transportation support. (T-3)

**8.19. AFRC/ANG Wing/Group CC (unit providing augmentation). Will:**

8.19.1. Coordinate on MOA(s) with active duty host for military funeral honors support, if required. (T-0)

8.19.2. Appoint a full-time OPR to handle respective Reserve/Guard honor guard participation. (T-3)

8.19.3. Use MPA man-days for ARC funeral honor support as the preferred method of payment. (T-2)

8.19.4. Ensure volunteers do not exceed the MPA man-day limitations without proper waiver authority. (T-3) NOTE: Requests to exceed MPA man-day waiver limits will be sent to AFSVA/SVORA.

8.19.5. Educate civilian employers on the Air Force honor guard program and the possible need for short-notice response and availability of ARC members who participate in funeral honors details. (T-3)

8.19.6. Provide special recognition programs for honor guard members if they are not part of an active duty team. (T-3)

8.19.7. Provide funding for uniform purchase, cleaning and alterations. (T-0)

8.19.8. Help to support base level full-time honor guard manpower requirements (AGR) and advocate funding in the AFRC/ANG POM. (T-3)

**8.20. Force Support Squadron Commander.** The installation's Force Support Squadron Commander is responsible for base honor guard program.

**8.21. Force Support Squadron Operations Officer. Will:**

- 8.21.1. Manage honor guard program through the Honor Guard Management Office. (T-3)
- 8.21.2. Select the honor guard NCOIC. (T-3)
- 8.21.3. Ensure honor guard has current MOAs with ARC organizations, if required. (T-3)
- 8.21.4. Ensure Honor Guard NCOIC attends training courses conducted by AFMAO/HG and the Air Force Honor Guard within three to six (3-6) months of appointment to the position. (T-3)

**8.22. Honor Guard Management Office. Will:**

- 8.22.1. Be aligned under the FSS/Operations Officer (FSO).
- 8.22.2. Manage honor guard program for the installation commander. (T-0)
- 8.22.3. Request MPA man-day support for ARC augmentation and route to HQ AFSVA/SVORA with info copy to the applicable ARC headquarters. (T-3)
- 8.22.4. Ensure Installation Honor Guard contact information is maintained on OSD Military Funeral Honors Webpage, ensuring availability to funeral directors when services are required. (T-3)
- 8.22.5. Ensure data is entered into TAPS IAW policy set forth in this instruction. (T-3)
- 8.22.6. Identify and submit annual base level full-time honor guard manpower requirements (8G) and advocate funding in the MAJCOM POM. (T-3)
- 8.22.7. Establish MOAs with ARC organizations using the MOA format in Attachments 7 and 8. (T-3)

**8.23. Honor Guard OIC. In charge of the overall performance and the discipline, appearance and competence of honor guard members. In instances where the FSS/FSO functions as the HG/OIC, these duties may be performed by the HG/NCOIC. The HG/OIC will:**

- 8.23.1. Serve as the liaison between base activities and the honor guard for requesting ceremonial support. (T-3)
- 8.23.2. Ensure data is recorded on AF Form 1946 or locally developed form and TAPS. (T-3)
- 8.23.3. Provide the means to take funeral honors requests 24 hours a day, 7 days a week and respond to all requests for funerals not more than eight (8) hours after the call came in. (T-3)
- 8.23.4. Implement the Authorized Provider Partnership Program (AP3). (T-0)
- 8.23.5. Work with the ARC to initiate the funding for Active Guard Reserve (AGR) positions. (T-3)
- 8.23.6. Initiate Joint Service Honor Guard MOAs for base honor guards whose mission will increase due to the opening of national cemeteries, realignment of AOR jurisdiction, or other such actions. (T-3)
- 8.23.7. Work with base leadership to discipline and/or recognize honor guard members. (T-3)

- 8.23.8. Remove any member who does not meet performance or appearance standards. (T-3)
- 8.23.9. Ensure that honor guard weapons are inspected annually and certified for weapon safety and usability. (T-3)
- 8.23.10. Forecast all ammunition requirements for the base honor guard and ensures that results are submitted as requested. (T-3)
- 8.23.11. Provide local AAFES manager a list of the names of authorized providers who may purchase uniform accoutrements from the Clothing Sales Store. (T-3) **NOTE:** Authorized providers will not purchase the Air Force Service Dress or Ceremonial uniform.
- 8.23.12. In conjunction with the HG/NCOIC, determine if AP3 support is required to fulfill detail requirements and must make an official request for support in order for the AP3 personnel to be eligible to receive the daily stipend. (T-0)

#### **8.24. Honor Guard NCOIC. Will:**

- 8.24.1. Assist the HG/OIC or other flight leadership. (T-3)
- 8.24.2. Schedule and ensure that honor guard members are trained and available. (T-3)
- 8.24.3. Track ARC volunteers Sanctuary and High Year Tenure (HYT) status and request appropriate waivers when required in compliance with the respective MAJCOM's written policy. (T-3)
- 8.24.4. Complete AF Form 1946 or locally developed form for all honor guard activities. (T-3)
- 8.24.5. Ensure the military funeral honors request telephone number is kept current in TAPS. (T-3)
- 8.24.6. Enter all funeral detail data into TAPS NLT 30 days after the event. (T-3)
- 8.24.7. Ensure honor guard weapons are inspected annually and certified for weapon safety/usability. (T-3)
- 8.24.8. Validate ammunition forecasts are submitted as requested. (T-3)
- 8.24.9. Prepare annual budget requirements for the base honor guard, ARC augmentation and authorized provider expenses. (T-3)
- 8.24.10. Validate AP3expense reimbursements. (T-0)
- 8.24.11. Establish and maintain adequate supplies for the AP3training, participation and recognition to include the video "Military Funeral Honors with Authorized Providers" and Honoring Those Who Deserved Recognition Pins (10 pins/set). (The order form is available on the AP3 CoP at <https://www.dmdc.osd.mil/mfh/ap3SubLinks.do?tab=Supplies>. (T-0)
- 8.24.12. Ensure honor guard members, ARC augmentees and Authorized Provider Partnership Program (AP3) are trained and properly equipped to perform military honors. (T-0)
- 8.24.13. Approve and maintain a list of performance-ready (trained, uniformed, equipped) honor guard members to include ARC augmentees and other Authorized Providers.

Coordinate list with ARC unit and/or Unit Reserve Coordinator monthly if IMAs are used. (T-3)

8.24.14. Attend training courses conducted by AFMAO/HG and the Air Force Honor Guard within three to six (3-6) months of appointment to the position. (T-3)

**8.25. Honor Guard Team Member Responsibilities.** All members must abide by the provisions of this pamphlet and the host installation honor guard operating instruction. Honor guard members must:

8.25.1. Maintain high appearance standards in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, AFI 36-2905, *Fitness Program*, and a positive attitude. (T-3)

8.25.2. Ensure their uniforms are maintained in serviceable condition, attend training, master the drill and know traditional formation ceremonies and protocol. (T-3)

8.25.3. Participate in base honor guard duties for at least one year to provide continuity for the team and to maintain proficiency. This includes ARC volunteers and AP3 who participate on an as-needed basis. (T-3)

8.25.4. Inform the AD Honor Guard OIC/NCOIC and/or the ARC or State Program Honor Guard OIC/NCOIC or coordinator immediately if placed on a medical or physical profile. (T-3)

**8.26. ARC Honor Guard OPR. Will:**

8.26.1. Maintain a list of available volunteers and coordinate monthly with the installation Honor Guard NCOIC.

8.26.2. Inform the active duty or State Program Honor Guard NCOIC or coordinator immediately if an ARC volunteer is placed on a medical or physical profile.

8.26.3. Track MPA man-day utilization and waiver limitations for each individual. Request waivers to exceed MPA man-day waiver limitations when sufficient volunteers do not exist.

8.26.4. Provide required information to the augmentee's unit for orders processing.

8.26.5. Ensure volunteers perform annual tour, unit training assemblies and other required reserve training IAW the member's primary AFSC.

8.26.6. Ensure ARC honor guard members are in compliance with AFI 36-2903, *Dress and Personal Appearance of the Air Force Personnel*, and AFI 36-2905, *Fitness Program*.

8.26.7. Complete AF Form 1946 or locally developed form for all honors rendered excluding those completed by active duty honor guards where the ARC has provided augmentation.

8.26.8. Train honor guard team members in compliance with established Air Force Base Honor Guard standards.

8.26.9. Provide required reports to appropriate ARC headquarters (AFRC/A1R, NGB/A1S).

8.26.10. Coordinate MOAs with the active duty honor guard responsible for the AOR, if required.

**8.27. Chief of Security Forces. Will:**

8.27.1. Advise honor guard on how to store, clean and maintain weapons and blank ammunition (AFI 31-101, *Integrated Defense*, and AFI 36-2226, *Combat Arms Program*). (T-3)

8.27.2. Ensure honor guard weapons are inspected annually and certified for weapon safety and usability. (T-3)

**8.28. Public Affairs. Will:**

8.28.1. Evaluate requests from civilian agencies for honor guard ceremonial support and forward the request to the Honor Guard OIC or NCOIC. The Honor Guard OIC or NCOIC will determine if the mission permits, whether the request can be supported. (T-0)

8.28.2. Publicize the honor guard program through the base newspaper and other available sources. (T-3)

***Section 8C—Military Funeral Honors Eligibility and Entitlements.*****8.29. Active Duty, Selected Reservists on Duty and Recipients of the Medal of Honor.**

8.29.1. Eligibility. Active duty Regular Air Force personnel, members of the Reserve and ANG on duty (on active or inactive duty) and recipients of the Medal of Honor are entitled to full military funeral honors.

8.29.2. Entitlement.

8.29.2.1. Dignified arrival at the destination or arrival airport. The destination or arrival airport is the airport closest to the location of the interment and that is capable of receiving an aircraft capable of accommodating a casket. A 7-person honor guard detail, including six pallbearers and 1 OIC/NCOIC, will provide dignified arrival support.

8.29.2.2. Full military honors consists of a 20-person detail including six pallbearers, an eight-person firing party (seven members and the firing party NCOIC), a bugler, a four-person color guard and the detail OIC or NCOIC. An Air Force chaplain may also participate in the ceremony if requested by the PADD. **NOTE:** The 3-volley salute is not to be confused with the 21-gun salute. By tradition, the 3-volley salute is performed at military funerals.

8.29.2.3. The installation providing military honors will provide flags and hardwood flag case(s) to the following recipients: spouse, each child, parents (one if married and 2 if divorced), PADD if not one of the persons already named. **NOTE:** Members of the Air Force, Army Air Corps or Army Air Forces whose remains are being repatriated for interment will be handled as active duty deaths. Under these circumstances, the parent service (i.e., Army for Army Air Corps or Army Air Forces) will provide military funeral honors. If requested and authorized, the Air Force will provide the flyover.

**8.30. Reservists Not On Duty.** Members of the Selected Reserve who are not on duty when they die will receive the same military funeral honors in accordance with [paragraph 8.31](#)

### 8.31. Former Military Members (Veterans/Retirees).

8.31.1. Eligibility. Former military members who served in the active military and who were discharged or released under conditions other than dishonorable or were members or former members of the Selected Reserve and departed under conditions other than dishonorable. Former members of the Air Force, Army Air Corps or Army Air Forces and Women's Air Forces, whose last service was other than dishonorable and members of a reserve component with veteran status are eligible to receive honors. Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty. Any legal military source document, indicating a term of honorable service, may be utilized for service verification. The following conditions shall be considered as a release or discharge under dishonorable conditions and military funeral honors shall not be provided:

8.31.1.1. A dishonorable discharge.

8.31.1.2. A bad conduct discharge.

8.31.1.3. A dismissal from the Service awarded by courts-martial.

8.31.1.4. An under other than honorable conditions discharge.

8.31.1.5. An officer resignation for the good of the service in lieu of courts-martial which results in a discharge characterization of under other than honorable conditions.

8.31.2. Entitlement. Former military members (Veterans/Retirees) are entitled to MFH with two-Armed Forces members, one of which will be an Air Force representative (officer or enlisted), who will fold and present the interment flag and play Taps. For former Army Air Corps or Army Air Forces, the Air Force will augment the Army, if requested, and provide one Airman to support in rendering MFHs.

8.31.2.1. Support above the two-Armed Forces members requirement may be authorized by the Wing Commander or Air Base Group Commander, resources permitting. However, the detail will not exceed seven Honor Guardsmen. The seven-person detail will consist of an OIC or NCOIC and six members who will serve the dual role of pallbearers and firing party. **NOTE:** If installation honor guard cannot support with a military team or an AP3 funded team due to resources, the family or funeral director may coordinate from the authorized providers including, Veteran Service Organizations (VSOs), retirees, or Reserve Officer Training Corp (ROTC) units. **NOTE:** Whether providing the mandated two-person detail, or a seven-person detail, the installation's honor guard military funeral honors program should be applied consistently. **NOTE:** The US Burial Flags for Veterans/Retirees are provided by the Department of Veterans Affairs. The NOK must provide their funeral director a copy of the member's final DD214. The funeral director will complete a VA Form 27-2008, *Application for United States Flag for Burial Purposes*, for submission to the local U.S. Post Office to obtain the flag.

### 8.32. Certain Civilians Who Served During Wartime.

8.32.1. Eligibility. Civilians who served the country during wartime, including some members of the Merchant Marine and female pilots who flew military planes in World War II, will be provided honors if their remains are inurned at Arlington National Cemetery.

8.32.2. Entitlement. Honors entitlement is the same as former military members.

### **8.33. Uniformed Services.**

8.33.1. Eligibility. Members of the Commissioned Officer Corps of the Public Health Service (PHS) and National Oceanic and Atmospheric Administration (NOAA) as members of a Uniformed Service are eligible to receive funeral honors.

8.33.2. Entitlement. Honors entitlements are the same as those for former military members. The Coast Guard primarily supports these organizations.

### ***Section 8D—Base Honor Guard Team Elements.***

**8.34. Honor Guard/OIC and the Honor Guard/NCOIC.** Refer to 8.23 and 8.24 for responsibilities and duties.

**8.35. Flight NCOIC.** The Flight NCOIC heads each honor guard flight, selects the honor guard members for the color guard, firing party, pallbearer elements and flag-folding teams and assists the HG/ NCOIC.

**8.36. Pallbearers.** Will be proficient in dignified casket carrying maneuvers. If the deceased was a member of a local military organization such as the ANG or Air Force Reserve, the family may opt to select honorary pallbearers from that organization.

**8.37. Honorary Pallbearers.** Honorary pallbearers (may be either military or civilian) and are included in retiree and active-duty funeral ceremony but only at the specific request and invitation of the family.

**8.38. Firing Party.** The firing party will consist of eight Airmen, seven armed with the M-14 rifle and the NCOIC of the firing party (NFP). Honor Guard members will not be part of the firing party if they have been disqualified from bearing arms because of administrative or judicial action IAW AFI 31-117, *Arming & Use of Force by Air Force Personnel*, or have failed to qualify in pre-marksanship training.

8.38.1. The firing party will qualify in pre-marksanship training and will be trained on safety, proper handling, operation and function, assembly and disassembly and care and cleaning of assigned weapons. Those who bear arms will be authorized IAW AFI 31-117.

8.38.2. The detail OIC or NCOIC may provide spent rounds to the family upon request (no more than 21 rounds). **NOTE:** The NCOIC of the firing party (NFP) must inspect all fired ammunition to ensure any shells provided to the family are in fact spent and not live rounds. Spent rounds must never be placed into the folded flag.

**8.39. Bugler.** If a bugler is not available, one may be obtained from other authorized providers or hired locally and paid by citing O&M funds. When a professional bugler is not available, or resources do not permit contracting for bugler services a ceremonial bugle or audio recording (CD) may be utilized. Honor Guard members utilizing the ceremonial bugle must first be trained IAW Ceremonial Bugle procedures listed in the base honor guard-training manual. If a stereo device is utilized, it must be out of sight of the funeral party.

**8.40. Color Guard.** The color guard will carry the United States Flag and the Air Force Organizational Flag. The color guard will consist of two fully trained flag bearers and two guards.

**8.41. Chaplain Support.** If requested by the NOK, chaplains will provide military funeral support when possible. Civilian clergy may be substituted for an Air Force chaplain, at a family's request. Families are encouraged to use their own clergy. Chaplain support includes active duty chaplains assigned to the installation concerned, Air Force Reserve, ANG and retired chaplains in the immediate area. All requests for chaplain support and for the use of military chapels for funeral services are made through the installation's Mortuary Affairs office (except ANC). Installation's senior chaplain resolves any problems with providing support.

**8.42. Flag Folding Teams.** Flag folding teams must be skilled at folding the flag. The flag folding sequence will be performed in silence. Only the following verbiage will be used when presenting the American flag during a funeral/memorial service:

**Figure 8.1. Verbiage Used When Presenting The American Flag During A Funeral/Memorial Service**

*“On behalf of the President of the United States, (the United States Army; the United States Marine Corps; the United States Navy; the United States Air Force or the United States Coast Guard), and a grateful nation, please accept this flag as a symbol of our appreciation for your loved ones honorable and faithful service.”*

**8.43. Precision Drill Teams (optional).** Precision drill teams are composed of honor guard members who excel in their primary honor guard duties or demonstrate superior skills in precision drill formations and display exemplary decorum and bearing. Bayonets and ammunition will not be used.

*Section 8E—Flyovers.*

**8.44. Flyovers at Funeral or Memorial Services.** AFMAO is not the approval authority for flyovers and serves only as a liaison. HQ USAF/A300 is the approval authority for funeral or memorial service flyovers conducted off-base. Aerial Events can be contacted at [usaf.pentagon.af-a3.mbx.a3ob-aerial-events-workflow@mail.mil](mailto:usaf.pentagon.af-a3.mbx.a3ob-aerial-events-workflow@mail.mil), (703) 614-1221.

8.44.1. Funeral or memorial services (other than Unit Memorial Services) for members who meet the governing criteria are eligible for Air Force flyovers. Funeral and memorial service flyover requests will be initiated by the servicing installation Mortuary Affairs and staffed through the AFMAO to HQ USAF/A300. A funeral or memorial flyover is to be flown as part of a training sortie, not as a stand-alone mission. AFI 11-209, *Aerial Event Policy and Procedures*, paragraph 3.6.2.3, outlines procedures and guidance for funeral or memorial flyovers. **NOTE:** The servicing base Mortuary Affairs or AFMAO is the single point of contact for the NOK.

**8.45. Eligibility.** The following list outlines those eligible for an Air Force funeral or memorial flyover:

8.45.1. Active duty or currently serving ARC rated officers (pilots, navigators, air battle managers, observers, and flight surgeons) and Career Enlisted Aviators (1AXXX enlisted crewmembers, i.e., flight engineers, loadmasters, boom operators, etc.). This category

includes those taking courses of instruction leading to an aeronautical rating. Treat ARC members the same as active duty (eligible when death occurs whether on or off duty). This includes ARC members not on unit training assembly (UTA) or military orders.

8.45.2. Active duty or currently serving ARC non-rated officers, non-Career Enlisted Aviators, and Operations Support Flyers (as defined in AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, i.e., nurses, medical technicians, intelligence specialists, etc.) but only when death occurs in the line of duty while performing aviation duties.

8.45.3. Dignitaries of the Armed Forces and federal government. HQ USAF/A33 has the authority to designate Dignitaries of the Armed Forces; requests with full justification must be made as outlined in **paragraph 8.44.1**.

8.45.4. Active duty or retired USAF 3-star and 4-star general officers, regardless of aeronautical rating.

8.45.5. Active Duty or retired Chief Master Sergeants of the Air Force (CMSAF).

8.45.6. USAF members (active duty, retired or honorably separated) who have been awarded the Medal of Honor, Air Force Cross, Army Distinguished Service Cross, or Navy Cross.

8.45.7. USAF aviators (active duty, retired or honorably separated) who have achieved at least one or more officially recognized aerial victories. The Air Force Historical Research Agency is the official source for aerial victories.

8.45.8. USAF members (active duty, retired or honorably separated) who were Prisoners of War.

**8.46. Approval for Flyovers On and Off Base.** MAJCOM/A3 is the participation authority for flyovers on and off base.

8.46.1. Mortuary Officer:

8.46.1.1. The Mortuary Officer responsible for performing honors will submit the request for an on-base flyover to their MAJCOM/A1. MAJCOM/A1 will contact MAJCOM/A3 and request telephonic approval for the flyover. If MAJCOM/A3 approves, requesting MAJCOM/A1 will immediately contact the appropriate Mortuary Officer at base level with coordination/approval status.

8.46.1.2. MAJCOM/A3 will locate and identify the resource for the flyover. If the resource is under the direction of another MAJCOM, the two MAJCOM/A3 offices will coordinate the resource(s).

8.46.1.3. Once the assets are identified, the MAJCOM/A1 will pass the information to the Mortuary Officer designated to provide the military honors. The Mortuary Officer will coordinate the date, time and place of the service with the flying organization providing the resources(s).

8.46.1.4. MAJCOM/A1 will immediately follow-up with a notification e-mail to HQ USAF/A300, AFMAO, the MAJCOM and unit that are providing military honors.

8.46.2. The Mortuary Officer responsible for performing honors will submit the request for an off-base flyover through AFMAO to AF/A300, per guidance in **paragraph 8.4.4**

8.46.3. Limitation: Although a funeral/memorial flyover may be authorized by meeting the above criteria, it may not always be appropriate. A funeral or memorial flyover is part of the honors bestowed on the deceased. If the lifestyle of an individual during or following his or her military service is not within the standards normally expected of a military professional or if the circumstances surrounding the death reflect negatively on the Air Force, a funeral flyover may not be approved in all cases. HQ USAF/A3O-O will make the determination in these cases.

**8.47. Memorial Flyovers.** Procedures and approval levels for memorial flyovers are the same as for funeral flyovers. Memorial flyovers commemorate or recognize an individual, group, or historically significant event. MAJCOMs may approve on-base flyovers in this category (may be delegated to Wing/CC). For deceased members authorized a flyover per **paragraphs 8.45.1 – 8.45.8** and when the funeral service is held off-base, MAJCOMs may authorize an additional memorial flyover at the base to which the individual was assigned (inform HQ USAF/A3O-O).

**8.48. Flyovers in the National Capital Region (NCR).** Flyovers in the Washington DC area are limited but may be approved with certain restrictions. HQ USAF/A3O-O Aerial Events coordinator will take necessary action to obtain an aerial control team for the ceremony, coordinating with HQ ACC/A3TA (DSN 574-7854). AFMAO/MA will make the appropriate arrangements for flyovers being performed in conjunction with interments in Arlington National Cemetery for eligible Airmen.

**8.49. Exceptions to Policy.** All requests for exceptions to policy for a flyover, for individuals not eligible IAW AFI 11-209 and **paragraph 8.45** of this instruction, will be directed to AF/A3OO Aerial Events and processed for AF/CVA approval.

#### ***Section 8F—Resource Management.***

**8.50. Sources of Funeral Honors Manpower.** Performance of military funeral honors is a total force mission. Active-duty personnel, Reserve/National Guard, and military retirees qualified by active or Reserve units honor guard personnel may also perform this mission. However, every effort will be made to obtain volunteers for the honor guard program from active host and tenant organizations. If there are insufficient volunteers to support the installation honor guard program, an organizational quota system will be required. The Authorized Provider Partnership (AP3). <https://www.dmdc.osd.mil/mfh/ap3Links.do?tab=AP3> provides another source of personnel to support the honors mission.

8.50.1. ARC Augmentation. The active duty installation responsible for military honors, will determine honor guard manpower requirements based on historical data collected from the AF Form 1946 and data in the TAPS for their AOR. If there are not enough volunteers and the quota system does not provide the required number of personnel to meet requirements, then ARC augmentation may be needed to support the requirement. Further manpower information requests shall be staffed to the MAJCOM/A1 office.

8.50.2. Authorized Provider Partnership Program (AP3). It allows the Services to provide more than the two-person detail to fold and present the flag and play Taps. Authorized providers include members of veterans' service organizations (VSOs), retirees, Reserve Officer Training Corps (ROTC) members, members of State Military Funeral Honors organizations and other organizations authorized to participate in MFH. The AP3CoP at

<https://www.dmdc.osd.mil/mfh/ap3Links.do?tab=AP3> provides extensive information on the AP3 program.

8.50.2.1. Reimbursement. AP3 volunteers may be reimbursed for their expenses with the daily stipend. This stipend has been annually designated by the Secretary of Defense to defray the costs for transportation and other expenses incurred by the participant in connection with participation in the funeral honors detail. Refer to the AFMAO Sharepoint <http://www.mortuary.af.mil/library/honorguard/index.asp> for the current memo and stipend rate. Reimbursement for expenses for members will come from the base honor guard's O&M account. Base honor guard units will forecast this requirement for funding.

8.50.3. Additional elements the AP3 may provide. AP3 can be a source of personnel for a firing detail, pallbearers, a bugler, and a color guard and may participate in the folding of the flag in veteran funeral details. However, authorized providers cannot be a substitute for the legislated minimum, two-person uniformed member detail one of which must be from the deceased member's branch of service to present the flag.

8.50.4. Full-time honor guard manpower authorizations. Authorized full-time honor guard manpower authorizations may be funded through the MAJCOM POM/budget process, based on full-time honor guard workload and the 8G Special Duty Identifier (SDI). Funded positions are coded under special duty identifier 8G000. Bases have an option of converting current funded manpower authorizations into the 8G SDI for a three-year period. After their three-year period, the member will return to their unit. Please consult with your base Military Personnel Section (MPS) or see AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, for further instruction.

**8.51. Funding.** Authorized funeral honors expenditures are supported with installation O&M funds. The active duty unit will budget for and provide funds for their own honors program and to cover cost of ARC and the AP3 who support them. Reimbursable expenses include:

8.51.1. Travel and per diem. Team members will be placed on appropriate travel orders when funeral honors involve TDY.

8.51.2. Supplies, equipment, weapons and ammunition.

8.51.3. Procurement and cleaning of uniforms. **NOTE:** ARC units fund their uniforms and if not located near an active duty installation, the ARC unit will fund uniform cleaning.

8.51.4. Miscellaneous expenses such as hiring a bugler.

8.51.5. In those instances where an Installation Honor Guard request support from trained AP3 personnel, the MFH stipend will be used for reimbursement. The Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, will be used to request reimbursement. The Honor Guard OIC/NCOIC of the supported installation is responsible for processing and payment of claims. **NOTE:** Occasionally AP3 may participate in a MFH detail that requires TDY travel and/or per diem allowance. Invitational travel orders may be issued for the AP3 for reimbursement of fares or POC mileage, as well as actual cost of lodging and meals up to the per diem rate.

**8.52. Base Honor Guard Uniforms.** The USAF Honor Guard establishes base level honor guard uniform standards. Honor guard uniforms must be worn and maintained IAW AFI 36-

2903, *Dress and Personal Appearance of Air Force Personnel*, and the USAF Honor Guard Training Manual. Deviations are not authorized without approval from the USAF Honor Guard.

8.52.1. Ceremonial Honor Guard Uniform. Wear of the ceremonial uniform for MFH is mandatory, unless conditions warrant wear of the Summer Dress Uniform ([paragraph 8.53.2](#)).

8.52.1.1. Uniform items will be procured locally or through supply using national stock numbers (NSN) or part/model (PN/MN) numbers to meet standards established by the USAF Honor Guard.

8.52.1.2. ARC units will fund uniforms for their honor guard members.

8.52.1.3. Uniforms for IMA augmentation will be funded by the active duty organization where member is assigned.

8.52.1.4. The linen exchange contract will be used to clean honor guard uniform items. **NOTE:** If there is no linen exchange contract, then service will be provided with appropriated funds.

8.52.1.5. Direct questions related to honor guard uniforms to the USAF Honor Guard at USAF JBAB 11OG Mailbox BHG Training ([usaf.jbab.11og.mbx.bhg-training@mail.mil](mailto:usaf.jbab.11og.mbx.bhg-training@mail.mil)) or commercial 202-767-3603 (DSN 297-3603) / 202-404-5564 (DSN 754-5564).

8.52.2. Summer Dress Uniform. The summer dress uniform will only be worn during instances of severe heat and humidity, and it will not be worn for indoor ceremonies. The OIC/NCOIC of the ceremony will authorize wear of the summer dress uniform when the temperatures exceed 94 degrees or 90 degrees with relative humidity of 60% or higher.

8.52.2.1. The summer dress uniform is the blue short-sleeve shirt with aiguillette and without the ceremonial blouse. Proper wear of the summer dress uniform is located in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, paragraph 9.4.2.1.

**8.53. Honor Guard Weapons and Ammunition Acquisition.** MFH firing parties will use the M-14 rifle. **NOTE:** Use of the M-1 is no longer authorized for firing. The inert M-1 is used for color teams and drill teams. The M-14 rifle (operational - NSN 1005-01-494-4169GG) and M-1 rifle (inert - NSN 1005-00-599-3289) are available for issue. Funded requisitions will be submitted through base supply.

8.53.1. Blank 7.62mm ammunition will be used for MFH. The honor guard will submit projections for blank ammunition needed to MAJCOM/A1, annually. MAJCOM/A1 will include these requirements in the installation's five-year forecast. Active duty honor guards will forecast and fund ammunition for ARC augmentation.

**8.54. Weapons Handling.** Weapons will be handled IAW AFMAN 31-229, *USAF Weapons Handling Manual*. If any person must be armed with an operational weapon to protect guard weapons, they must meet the requirements set forth in AFI 31-117, *Arming and Use of Force by Air Force Personnel*.

**8.55. Weapons Storage.** Weapons may be stored in the honor guard office if it is approved as a designated weapons storage area. If weapons are stored and/or maintained within the honor guard office, all resource protection requirements must be met IAW AFI 31-101.

8.55.1. An approved clearing barrel must be present. Refer to AFMAN 31-229, *USAF Weapons Handling Manual*.

8.55.2. There must be written approval from the installation commander, through the Security Forces and the resource protection executive committee, for the storage facility and procedures, to include a valid access roster.

8.55.3. M-14 rifles, operational and inert, will be stored, handled, issued, and maintained with equal sensitivity. **NOTE:** For ARC augmentees, weapons, and ammunition may be stored at the ARC unit in an authorized armory. To do this, prior approval must be obtained from the active duty unit being supported and the ARC wing/group commander must concur.

#### **8.56. Weapons Maintenance.**

8.56.1. Inspection. Combat arms personnel must inspect M-14s for serviceability once a year. Each owning unit or base must purchase gauge sets (one set includes six gauges) to calibrate weapons.

8.56.2. Technical Manuals. The Technical Manuals (TMs) for the M-14 are available at Army Pubs, [www.apd.army.mil](http://www.apd.army.mil).

**8.57. Presenting Spent Rounds to the Family.** The detail OIC or NCOIC may provide all available spent rounds (not to exceed 21) to the family. However, the NCOIC of the firing party must inspect all fired ammunition to ensure any rounds provided to the family are in fact spent and not live rounds. NCOIC will be instructed by base weapons safety on proper methods for ensuring that rounds are clear of all gunpowder residue. **NOTE:** Spent rounds will never be placed in the folded flag.

**8.58. Honor Guard Vehicles.** Honor Guard vehicle requirements are found in Allowance Standard (AS) 019, Mission Application, "ZF". Vehicle support may be obtained from the transportation squadron if vehicle allowance and authorization has not been established. When special vehicles, such as buses or tractor-trailers are needed, the installation transportation organization will provide qualified drivers. If the basis of issue does not meet honor guard requirements (demand for funeral honors is at a level that exceeds vehicles assigned) and temporary dispatch vehicle will not suffice, the Force Support Commander/Director may require an increase in their authorization. See AFI 34-204, *Property Management*, for additional guidance on vehicles.

8.58.1. Establishing Vehicle Authorizations. Bases will use allowance source code AS 019ZF to add or increase vehicle authorization for their honor guard requirements. These allowance standards are source documents only and do not constitute authorization or approval authority for vehicles. To obtain specific vehicle authorizations, bases must submit requirements through transportation channels to MAJCOMs IAW AFI 24-301, *Vehicle Operations*. When establishing these requirements, the Force Support Squadron Commander/Director is encouraged to seek the specific support of the wing commander.

8.58.2. Use of MAJCOM Allowance Standards. In lieu of AS019ZF, bases may elect to establish their requirements under the MAJCOM allowance standards, 020 through 032. These allowance standards identify vehicle allowances unique to specific major commands or equivalent.

#### **Section 8G—Honor Guard Training**

**8.59. Training Resources.** Training resources are available through USAF Honor Guard at [www.bolling.af.mil](http://www.bolling.af.mil) and at <https://dmdc.osd.mil/mfh> for the AP3. Direct training questions to USAF JBAB 11OG Mailbox BHG Training ([usaf.jbab.11og.mbx.bhg-training@mail.mil](mailto:usaf.jbab.11og.mbx.bhg-training@mail.mil)) or commercial 202-767-3603 (DSN 297-3603) / 202-404-5564 (DSN 754-5564).

**8.60. In-Residence Training.** The USAF Honor Guard provides an in-residence training course, Basic Protocol, Honors and Ceremonies, L5AZK8G000-0H2A, PDC Code 145, at Joint Base Anacostia-Bolling (JBAB) for all Air Force Regular Air Force, Air National Guard and Air Force Reserve honor guard programs. The In-Res or MTT course is required for personnel with an 8G000 DAFSC. Training will be requested through the unit's training manager and will be funded by the unit. Authorized Provider Partnership Program (AP3) members are not authorized to attend this training.

**8.61. Program Managers Course.** AFMAO provides an Installation Honor Guard Program Management training course at Dover AFB, DE which is required for all Installation Honor Guard Program Managers. Training will be requested through the unit's training manager and will be funded by the unit.

**8.62. Mobile Training Courses.** The Mobile training course, Protocol, Honors and Ceremonies, L5AZK8G000-0H3A, PDS Code 145 is an eight-day course (80 hours) consisting of training on primary funeral elements and colors. These courses will be funded through normal Air Education and Training Command (AETC) channels when available. MAJCOM/A1 training functional managers will submit in-resident course quota requirements. NOTE: Course information will be obtained through Air Force Training Management System (AFTMS). AP3members are authorized to attend this training, space permitting.

**8.63. Honor Guard Reporting.**

8.63.1. Tribute Assistance Planning System (TAPS): All funeral detail requests and associated information must be entered into TAPS within 14 days of the detail execution date.

8.63.1.1. Users will have to contact AFMAO/MA Division (800) 531-5803 to obtain system access.

8.63.1.2. Authorized users may review the TAPS user guide at <http://www.mortuary.af.mil/library/honorguard/index.asp> or contact the AFMAO for additional guidance.

8.63.2. AF Form 1946, *Honor Guard Checklist*. Base honor guards will complete an AF Form 1946 or locally developed form for every activity the honor guard participates in to track workload and for budgeting purposes. For funeral details, either the completed AF Form 1946 or a TAPS generated report of funeral honors requested and provided will be filed in the mortuary case file. If not filed in the mortuary case file, dispose of IAW the Air Force Records Disposition Schedule (RDS) (T 34-09 R 08.00) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

## Chapter 9

### MORTUARY AFFAIRS RESOURCE MANAGEMENT

#### *Section 9A—Responsibilities.*

**9.1. Purpose.** This chapter provides policy for the procurement of mortuary supplies and services and associated roles and responsibilities.

**9.2. AFMAO/MA.** Will:

9.2.1. Collect data for all eligible mortuary expenses and make biennial recommendations to the CJMAB for adjustments in the Secondary Reimbursement Entitlements made available to cover expenses incurred by the PADD through a receiving funeral home, cemetery or other expenses as authorized in **Table 2.1** (T-1)

9.2.2. Submit budget requirements to HQ USAF/A1S for expenses associated with the operation of AFMAO and expenses associated with reimbursements or entitlements for death cases under their purview. (T-1)

9.2.2.1. Submit shortfall requirements to HQ USAF/A1S for AFMAO program funding, when changes in law require additional resources to meet new entitlements. (T-1)

9.2.3. Upon initial notification of death send a confirmation of entitlement's letter describing benefits specific to each mortuary case. The letter becomes a part of the official case file. (T-1)

9.2.4. Receive cost data for eligible mortuary cases and for supplies purchased with mortuary funds. (T-1)

9.2.5. Maintain a GPC for their exclusive use. Installation use of the GPC is at the discretion of AFMAO/MA for mortuary supply items, for services involving repatriated remains and deaths of eligible persons assigned to the United States Air Force Academy. (T-1)

**9.3. MAJCOM/A1.** Will:

9.3.1. Develop a financial plan governing the payment of mortuary related expenses for bases within their command and ensure it is in effect at their installations.

9.3.2. Oversee mortuary funds from SAF/FM distributed to their MAJCOM and determine MAJCOM distribution policy.

9.3.3. Submit shortfall requirements to SAF/FM when changes in law require additional resources to meet new entitlements.

9.3.4. Ensure a plan is in place for funding on weekends or holidays.

**9.4. The Installation Mortuary Officer.** Will:

9.4.1. Ensure a GPC account is established and maintained to cover expenses for active duty deaths within their AOR. (T-1)

9.4.1.1. The GPC is authorized for government to vendor purchases only. The Mortuary Officer will ensure properly itemized invoices are promptly submitted by the contractor in order for validation and prompt payment processing. (T-1)

9.4.1.2. The GPC is not authorized to pay reimbursable entitlements, such as cost incurred by the PADD through a receiving funeral home, cemetery, florist or newspaper. (T-1)

*Section 9B—Authorized Use of Funds for Mortuary Supplies and Services.*

**9.5. Mortuary Funds – Authorized Utilization and Expenses.**

9.5.1. Travel and per diem. Individuals authorized to receive travel and per diem include:

9.5.1.1. Escorts for the remains of deceased military personnel and authorized Air Force civilian employees. (T-0)

9.5.1.2. Persons authorized Dignified Transfer Travel, Funeral Travel, and Installation Memorial Service Travel. Refer to **paragraph 2.32 and Table 2.3** for eligibility. (T-0)

9.5.1.3. Attendants or guardians to accompany a dependent incapable of traveling alone, such as a minor child, an elderly parent, or a spouse under medical care or with physical limitations. (T-0)

9.5.1.4. AFMAO/MA personnel to provide assistance in technical, operational, and administrative matters for the Air Force Mortuary Affairs Program. (T-1)

9.5.2. S&R and ID Operations. Expenses for recovering, segregating, and identifying remains, and replenishing supplies used during an actual S&R operation. (T-1)

9.5.3. Communications. Commercial communications costs (e.g., sending overnight express mail to the PADD, family members with mortuary entitlements and/or funeral home, and cellular phone service fees for the installation primary and alternate Mortuary Officers and Mortuary Technician). (T-1). **NOTE:** O&M funds are used for the initial purchase of cellular phones.

9.5.4. Preparation and Casketing Supplies and Services. Mortuary service expenses for care of remains including removal, preparation (embalming), dressing or wrapping (as applicable), and casketing of remains in a specification solid hardwood or 18 gauge metal protective casket and outer shipping container (air tray). (T-0)

9.5.5. Cremation. Cremation/crematory fee, Medical Examiner, Coroner or Department of Vital Statistics permit for cremation; a specification solid bronze or walnut urn and engraving of urn or nameplate, as delineated in **paragraph 2.13 (T-0)**

9.5.6. Funeral/Memorial Service and/or Interment/Inurnment Expenses. Expenses the PADD might incur at the receiving funeral home and/or cemetery not to exceed the authorized allowances. (T-0)

9.5.7. Burial Clothing. Service Dress uniform, to include military ribbons, badges, and insignia; flight suit (if authorized) or civilian attire and when necessary, cleaning. (T-0)

9.5.8. Interment Flags, Hardwood Flag Cases, and Memorial Register Books. (T-0)

9.5.9. Transportation of Remains. Commercial air or overland transportation of remains. (T-0)

9.5.10. Return of Transfer Cases. From Aerial Ports to OCONUS Air Force installations. (T-0)

9.5.11. Consulate Fees and Casket Sealing. Payment of consulate fees for shipping documents and sealing the casket for the remains of active duty Air Force members, dependents of active duty members, civilian employees and dependents of civilian employees. (T-0)

**9.6. O&M Funds - Authorized Expenses.** Mortuary funds must not be used to pay for items in paragraphs 9.6.1 through 9.6.5. The appropriate funding source for these related mortuary expenses is Installation O&M funds. (T-0)

9.6.1. DoD Mortuaries. Operation of Air Force mortuary facilities to include civilian personnel costs, supplies and equipment. (T-0)

9.6.2. Search and Recovery Supplies – Initial Purchase. O&M funds will be used to procure supplies to establish S&R kits or to replenish supplies expended for S&R training. (T-0)

9.6.3. Installation Honor Guard Programs. All costs incurred by installations and MAJCOMs for their honor guard programs. (T-0)

9.6.4. Search and Salvage. All costs incurred by installations and MAJCOMs for the search and salvage of any Air Force mishap material, equipment, and wreckage. (T-0)

9.6.5. Disposition of Personal Property and Effects. Personal property and effects disposition and shipment costs are payable through permanent change of station (PCS) funds. The funds cite used for this purpose is found on the DD Form 1300. (T-0)

**9.7. Expenses for Army, Navy, Marine Corps, Coast Guard, and Foreign Personnel.**

9.7.1. Deaths not transiting the Port Mortuary, Dover AFB, DE. Each branch of service will pay for expenses incurred for their personnel and the applicable foreign government pays for expenses incurred for their personnel. (T-0)

9.7.1.1. The Air Force installation Mortuary Officer will offer the assistance of their contract mortuary for the care and return of a members of another service. However, the respective service still retains responsibility for all coordination, preparation, and inspection of remains with the contract funeral home and the payment of all associated expenses. (T-0)

9.7.2. Remains transiting Port Mortuary, Dover AFB, DE. AFMAO will provide the staff, facility, and equipment for the care of the deceased from other services. The supplies and commercial transportation utilized for the care of the deceased by AFMAO must be reimbursed by the respective service on a monthly basis to the AFMAO resource advisor. (T-0)

**9.8. Reimbursable Cases Overseas.** US citizens, their dependents and other individuals who die overseas and are not entitled to preparation of remains at government expense, but may be prepared by a DoD mortuary on a reimbursable basis, if requested by the Department of State. Refer to [Chapter 4](#) for additional information on reimbursable mortuary services. (T-0)

**9.9. Funding Shortfalls.** Expenses exceeding the installation mortuary funds distributed from the MAJCOM should be worked at the MAJCOM/A1. Catastrophic losses will be worked on a case by case basis with AFMAO, HQ USAF/A1S and SAF/FMBO. (T-1)

*Section 9C—Purchase of Mortuary Supplies.*

**9.10. Local Purchase Items.** For supply and equipment items purchased locally (i.e., human remains pouches, transfer cases, litters, etc.) follow local purchase procedures AFI 64-102, *Operational Contracting Program*. Authorized mortuary equipment is specified in Allowance Standard (AS) 405, *Funeral Service Organizational Support Equipment*. (T-1)

**9.11. Centrally Purchased Items.** Installations will submit funded requisitions for items centrally stored and issued under the cognizance of the Defense Supply Center directly to the Defense General Supply Center (DGSC-OSCC) 8000 Jefferson Davis Highway, Richmond, VA 23297-5501. (T-1)

**9.12. Supplies Purchased with Mortuary Funds.** Obtain AFMAO/MA authorization prior to purchasing replacement supplies used during an actual S&R operation. Installations must forward their supply purchase requests to AFMAO/MA. The request must include the name of the item, the NSN, nomenclature, quantity, unit cost and total cost, as well as the estimated shipping charges if applicable. (T-1)

**9.13. Supplies as Part of the Contract.** Adult size specification caskets, shipping containers and urns will be procured by contract funeral homes as part of the contract for care of remains awarded to a CONUS funeral service establishment. Specifications for these items are obtained from AFMAO/MA. (T-1)

**9.14. Purchase of Burial Clothing and Accoutrements.** The Mortuary Officer will first try to obtain burial clothing and accoutrements from decedent's personal effects and provide them to the funeral director or mortuary preparing the remains. If the decedent's uniform is not serviceable or the PADD specifically request civilian clothing, the Mortuary Officer will follow the guidelines delineated in [paragraph 9.15](#) The itemized list of clothing items purchased and copies of receipts will be placed in the decedent's mortuary case file. (T-1)

9.14.1. OCONUS, except PACAF. If outside CONUS and military clothing items and accoutrements are not available or serviceable, the preparing mortuary will advise AFMAO/MA of the needed items, and they will provide the military uniforms, insignia, metallic name tag ribbons and badges. (T-1)

9.14.2. OCONUS, PACAF. Since PACAF installations ship directly and do not use an aerial port, either the installation will purchase the burial clothing or the DoD mortuary will procure it. (T-1)

**9.15. Authorized Burial Clothing Items.** Authorized uniform items include trousers, skirt, coat, shirt, blouse, appropriate necktie, belt, undergarments and nylons. Headwear and white linen gloves are authorized if required to assist in disguising injuries that resulted in the death. Footwear is not required or authorized. Items will be purchased from the clothing sales store, military exchange, or from commercial sources, when clothing sales or exchange store stock is not available. Clothing purchases should be made using a base-level GPC. Current rank insignia, metallic name tag, devices, functional badge(s), and decorations the decedent was awarded are also authorized. (T-1)

9.15.1. If the decedent's clothing needs to be washed and/or dry-cleaned, cleaning is provided at government expense. (T-1)

- 9.15.2. Personal civilian clothing may be used when requested by the PADD. If the PADD does not supply the clothing, purchases from the military exchange or commercial retail stores is authorized using the GPC not to exceed the cost of the service dress uniform with accoutrements. Clothing purchased must be appropriate to the gender of the deceased and be navy blue or black in color to include trousers, skirt, coat, shirt, blouse, appropriate necktie, belt, undergarments and nylons. (T-1)
- 9.15.3. For deceased chaplains, coordinate with the chaplain's office to obtain vestments for burial, if requested by the PADD. (T-1)
- 9.15.4. If authorized by the parent Service, clothing for deceased Army, Marines, and Navy personnel will be obtained from the nearest Army or Navy installation through local purchase. (T-1)
- 9.15.5. Clothing for burial of civilian employees will be appropriate to the gender of the deceased and be navy blue or black in color to include trousers, skirt, coat, shirt, blouse, appropriate necktie, belt, undergarments and nylons. An itemized list of clothing item purchased and a copy of the receipt will be included in the decedent's case file. (T-1)
- 9.15.6. A suitable service uniform (without decorations and insignia), undergarments and nylons are authorized for Air Force members in military prisons. (T-1)
- 9.15.7. A suitable United States military uniform (without decorations, insignia, or other evidence of membership in the Armed Services of the United States), underwear and nylons, or civilian clothing is authorized for enemy POWs and interned enemy aliens. (T-1)
- 9.15.8. PNOK of deceased retirees may purchase (at own expense) burial clothing items from the Military Clothing Sales Store. (T-1)

#### ***Section 9D—Mortuary Services Contracts.***

**9.16. Contracting for Mortuary Services.** Mortuary contracts will be awarded to fully qualified professional funeral directors to perform mortuary services as prescribed in the PWS, *Armed Services Specifications for Mortuary Services Contracts, Care of Remains of Deceased Personnel, Regular and Port of Entry* located at the AFMAO Sharepoint. Mortuary Officers or Mortuary Technician cannot direct remains be moved to a funeral home unless the PADD has authorized the Air Force to assume custody of remains for preparation and movement to the destination designated by the PADD and there is a contact or blanket purchase agreement (BPA) established with the funeral home stipulating the requirements of the standards included in the DoD PWS to be followed. (T-0)

9.16.1. For Air Force activities in CONUS the Mortuary Officer will arrange for contract mortuary services through the contracting officer IAW the *Defense Federal Acquisition Regulation Supplement* (DFARS) subpart 237.70, (48 Code of Federal Regulation (CFR) 237.7000-7004). Contract mortuary services will be provided via an annual contract, BPA, a purchase order for individual cases or piggy back on a contract awarded to another service (Army or Navy). (T-0)

9.16.2. Every two years the mortuary office should purchase commercially published funeral home directory as a resource to assist the PADD for final arrangements of a fallen

airman.9.16.3. When selecting a contract funeral home, ensure potential contract funeral home(s) have the ability to accept GPC for payment. (T-2)

**9.17. Annual Mortuary Services Contracts or Blanket Purchase Agreement (BPA).** Each year, the Mortuary Officer will submit requirements for mortuary services to the contracting officer in sufficient time to permit issuance of a solicitation and contract or BPA award prior to the beginning of the fiscal year. The Base Contracting Officer will use the DoD PWS as the basis for requirements for services and merchandise. **NOTE:** The GPC will be the prescribed method of payment for the services, merchandise and remains transportation expenses incurred under the BPA. (T-1)

9.17.1. Mortuary Offices considering the award of a contract will coordinate this action with other Air Force installations in the vicinity as well as nearby installations and activities of the other armed services, prior to issuing a solicitation. Only one contract for mortuary services will be awarded in a given area to handle the remains of all deceased military personnel, unless the local circumstances dictate the need for more than one contract. The installation with the largest potential need will execute the contract/BPA for use by all nearby installations (within an agreed area of performance). Ensure that the contract or BPA includes a clause (CLIN or Letter of authorization ) permitting sister services' utilization. (T-1)

9.17.2. The contract/BPA will specify the area in which the funeral home is required to provide mortuary services. (T-1)

9.17.3. Activities having no contracting authority will arrange for mortuary services, as required, through the nearest activity holding such authority. (Activity with contract or BPA must assume the Mortuary Officer duties. Legally, another activity cannot use a contracting vehicle unless specifically identified in that vehicle). (T-1)

9.17.4. A team consisting of a contracting officer as chairperson, Mortuary Officer and a third officer designated by the Mission Support Group Commander will conduct a Pre Award Survey (PAS) to evaluate the capability and responsibility of any contractor being considered for award. (T-1)

**9.18. One Time Purchase Order.** If an annual contract is not in effect at the place of death, a purchase order will be cut to handle the individual case. If the contracting officer or authorized representative cannot immediately go to the place where death occurred, he or she must telephone (contact) a funeral director at or near the place of death and make interim arrangements for mortuary services under this provision. However, the contracting officer will exercise caution to ensure that the necessary services and supplies are obtained at a fair and reasonable cost and performed IAW the DoD PWS. (T-1)

9.18.1. Where there are no contracts and the preparing funeral home will not accept the GPC or the cost is in excess of the GPC micro purchase threshold; a Form 9 must be accomplished with payment made through contracting. (T-1)

9.18.2. The GPC or electronic funds transfer will be used to pay primary preparation costs, using local purchase procedures. (T-1)

**9.19. Non-Contract Services.** In some cases, recovery and preparation is accomplished by a non-contract funeral home before the Air Force activity is notified or learns of the death. If the

PADD subsequently request the Air Force to assume custody of the remains and are then moved to a contract funeral home for reprocessing, dressing, casketing and shipment or delivery to final destination, the Mortuary Officer who handles disposition of the remains will advise the non-contract funeral home to submit a claim for services rendered. The claim, if reasonable, is paid by that activity. When you cannot determine the amount due the claimant, the claim will be forwarded to AFMAO/MA for review and payment recommendation. (T-1)

### ***Section 9E—Payment of Mortuary Supplies and Services.***

**9.20. Use of the Government Purchase Card (GPC).** GPC will be used to pay for mortuary supplies, equipment and non-personal services under the micro purchase threshold , whenever possible. When there is a mortuary services contract or BPA in effect, with a pre-negotiated price of over \$3,000.00, the GPC is authorized for use (AFI 64-117, *Air Force Government-wide Purchase Card Program*) when specified as method of payment within the contract. (T-1)

9.20.1. Each installation will establish a mortuary GPC account through their MAJCOM or base and coordinate with the base budget office. GPC account is authorized for government to vendor purchases for primary mortuary expenses through a contract mortuary and as outlined in **paragraphs 2.8-2.13; 2.17-2.18; and 2.21** It is prohibited to use the GPC to pay for secondary funeral expenses as listed in **Table 2.1**. (T-1)

9.20.2. Use of the GPC implies accepted financial pecuniary liability by the user. GPC user will ensure regulatory specifications (PWS) are met (i.e., for caskets, urns and preparation) before payment is made. Payment will be withheld for deficiencies. (T-1)

9.20.3. Installations must be prompt with receipts and properly itemized invoices; misuse of the GPC can lead to military or civilian disciplinary actions to include prosecution and removal. (T-1)

### **9.21. Payment of Mortuary Expenses.**

9.21.1. Primary Expenses - *Payment made to a funeral home under contract or BPA with the Air Force.* After an initial death message has been sent, AFMAO/MA will verify the death, assign an authorization number and send an authorization letter describing the entitlements specific to each case and a Cost Data Worksheet. The Mortuary Officer will ensure correct fund citation and ESP coding for reimbursement by your MAJCOM for authorized expenses. (T-1)

9.21.2. Secondary and Transportation Expenses - *Payment made to a receiving funeral home which is not under contract or BPA with the Air Force.* The Mortuary Officer will ensure authorized secondary and remains transportation expenses are processed for reimbursement upon receipt of the DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, with an itemized Statement of Funeral Goods and Services Selected/Funeral Purchase Agreement, signed by the PADD. A SF 1034, *Public Voucher for Purchases and Services Other than Personal*, will be completed, and the signed DD 1375 and receiving funeral home invoice will all be submitted to the FSS/RA. The FSS/RA will process the SF 1034 against an accounting MORD or FCA (as applies IAW local guidelines) established to cover the mortuary expenses. Once accomplished, the FSS/RA will route the payment package to the local accounting and finance office for processing and payment distribution

through the servicing DFAS office. All actions will be accomplished IAW the timelines established in **paragraph 1.8.12**. (T-1)

9.21.3. Once all purchases are complete and all reimbursement vouchers are paid, mortuary affairs personnel will fax vouchers, GPC expenses, and the finalized/completed cost data worksheets to AFMAO/MA, (302) 677-2767. (T-1)

**9.22. Payment of Reimbursable Services and Supplies.** The Mortuary Officer at the installation or mortuary arranging for care and disposition of the remains will accomplish DD Form 2065, *Disposition of Remains-Reimbursable Basis*, and obtain supplies and transportation. He or she will coordinate with the mortuary where the remains are prepared to determine the proper amount of reimbursement to collect. Item 14 of DD Form 2065 will be completed with the appropriate Air Force funding classification. (T-1). **NOTE:** DoD mortuary facility mortuary and embalming supplies cost list is located on AFMAO Sharepoint.

9.22.1. Cash, cashiers' checks, bank drafts, certified checks and personal checks are acceptable types of payment for mortuary services and supplies. Personal checks will be annotated with the printed name, grade and organization or home address of the writer. (T-1)

9.22.2. In some instances, there is no sponsor or PNOK in the area to complete DD Form 2065, *Disposition of Remains-Reimbursable Basis*. For example, a sponsor or PNOK and his or her dependent are killed in a common accident or disaster, or the sponsor or PNOK is not in the same geographical area where the dependent died. Make every effort locally to obtain reimbursement even though a DD Form 2065 cannot be accomplished. Promptly advise AFMAO/MA of a case that cannot be resolved locally. Do not hold remains outside CONUS pending resolution of reimbursement problems. (T-1)

**9.23. Depositing Proceeds from Reimbursement.** Reimbursements collected for cost of mortuary services and supplies will be immediately deposited with the servicing Accounting and Finance Office (AFO). (T-1)

9.23.1. The DD Form 1131, *Cash Collection Voucher*, will be used to credit the appropriation and project under which these costs were financed (i.e., D059 for port costs, D046 for transportation). A copy of this form will be sent with the remains to Port Mortuary, Dover AFB, DE. (T-1)

9.23.2. When the sponsor or PNOK elects the Port Mortuary, Dover AFB, DE to furnish services and supplies, the Port Mortuary charges will be deposited to the credit of the Port Mortuary, Dover AFB, DE account through HQ USAF/A1S in the same manner. (T-1)

**9.24. Establishing Accounting Procedures.** The Mortuary Officer will establish accounts receivable files, implement methods of requesting payment and process delinquent accounts as prescribed in DFAS-DER 177-102. Generally, the retained copy of DD Form 2065, *Disposition of Remains-Reimbursable Basis*, constitutes the basis for an accounts receivable file. AF Form 819, *Invoice/Claim*, is used as a billing document by the Air Force and is used to request reimbursement for mortuary services. However, a form is very impersonal, so a transit letter will accompany the AF Form 819, *Invoice/Claim*. Attach a copy of the reimbursement request document to DD Form 2065 in the file. Three requests for payment are made at 30-day intervals with the second and third request sent certified mail, return-receipt requested. Accounts not paid within 90 days of the original billing are sent to the servicing AFO according to DFAS-DER

177.2R. Should any questions arise, the local operating location (OPLOC) will be contacted.  
(T-1)

## Chapter 10

### DOD MORTUARY FACILITIES OPERATED BY THE AIR FORCE

#### 10.1. Air Force Mortuaries.

10.1.1. Air Force mortuaries will not be established, or closed, unless coordinated with HQ USAF/AIS who establishes the policy herein. The establishment and operation of Air Force mortuaries will be coordinated at the departmental level to ensure adequate service and to avoid duplication of armed forces facilities. (T-1)

10.1.1.1. Morticians will be employed according to appropriate Department of the Air Force civilian personnel publications, and will be graduates of an accredited institution of funeral service education (Mortuary Arts and Sciences). Qualified embalmers and funeral directors licensed to practice within the United States or its territories and qualified by ability and possess no less than 1 years of licensed experience will be considered for employment. Each employee must obtain the required continuing education hours to maintain state licensure in order to maintain employment. Failure to maintain licensure is grounds for termination of employment. (T-1)

10.1.1.2. AFMAO will provide a two week orientation to all morticians hired to work anywhere within the Air Force Mortuary Affairs Program. AFMAO will ensure these employees understand specific techniques and procedures used in providing dignity, honor and respect to the remains including: DoD requirements for remains preparation and specifications for caskets/urns/outer shipping containers; and the extension of mortuary entitlements. This training is also required for re-employment at any Air Force mortuary facility. (T-1)

10.1.2. The general appearance of the mortuary, its furnishings, grounds and surrounding areas will be clean, sanitary and well maintained consistent with other service-type facilities on the installation. The preparation room will be equipped with sufficient mortuary tables, dressing tables, instruments, supplies and equipment for preparation and dressing and there must be suitable space for holding remains prior to shipment. (T-1)

#### 10.2. AFMAO. Will ensure:

10.2.1. Adequate supply of embalming chemicals, sundry supplies, caskets, urns, and casket shipping containers, that meet Armed Forces' specifications, as outlined in the DoD PWS, to meet mission needs.

10.2.2. A pricelist including the cost of caskets, urns, shipping containers and other reimbursable expenses is provided to other Service headquarters' casualty and mortuary offices annually.

10.2.3. A recommended stock of 100 transfer cases for use in contingencies and emergencies are maintained. These cases will be held in reserve for immediate deployment when needed.

10.2.3.1. Transfer cases are maintained and repaired IAW TO 00-80F-2, *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*.

10.2.3.2. Transfer cases are cleaned and returned promptly to the appropriate overseas mortuary facility. AFMAO will account for any cases received in CONUS that are not returned to owning facility.

10.2.4. Mortuary unit type codes (UTCs) are requested through the Air and Space Expeditionary Force (AEF) to support global mortuary mission, as required.

10.2.5. Remains are received, inspected, and/or prepared upon release from AFMES to AFMAO.

10.2.6. Prepare unembalmed remains or reprocess remains that were embalmed prior to arrival IAW the DoD PWS.

10.2.7. Disinfection and preservative treatment is accomplished prior to providing restorative work, cosmetizing, dressing or wrapping and casketing of the remains. Every effort will be made to restore the remains to a viewable status. A licensed embalmer will provide a recommended level of viewability to the Service liaison or Air Force Mortuary Affairs Specialist that is assisting the family. It is incumbent upon the Service Casualty/Mortuary Affairs liaison of the deceased, to ensure the AFMAO viewability recommendation is conveyed to the PADD, PNOK, or sponsor. AFMAO will advise the receiving funeral home of viewability recommendation. Every effort will be made to attain the highest level of recommended viewability possible. In the event of a discrepancy in regards to the recommended level of viewability, AFMAO Deputy Commander will make the final determination. All personnel will adhere to the following procedures, as well as any and all practices or procedures reflecting the highest standards of the funeral service industry. Recommended levels of viewability will be defined as follows:

10.2.7.1. VIEWABLE (VIEW). Remains are intact with face and hands having minor or no trauma, edema, dehydration, or discoloration that may be fully restored to a natural appearance. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor.

10.2.7.2. VIEWABLE FOR IDENTIFICATION (VIEW-ID). Remains may or may not be fully intact with face and hands having moderate to severe trauma, edema, dehydration, discoloration that may be restored to an appearance suitable for visual recognition. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor. **NOTE:** The Mortuary Specialist, assigned to the Port Mortuary Division, will communicate with the Service liaisons or Service Casualty/Mortuary Affairs Headquarters regarding the condition of remains and recommended viewability upon completion of embalming. Viewability and embalming notes will be annotated in the Mortuary Operations Management System (MOMS). The Mortuary Specialist will not create the semblance of missing limbs, without written approval provided by PADD, PNOK or sponsor through the Service Casualty/Mortuary Affairs Headquarters or Service liaison. A copy of the written authorization will be placed in the Port Mortuary file.

10.2.7.3. HEADWRAP (HW). Remains may or may not be fully intact with face or head having severe trauma, edema, dehydration, or discoloration that may not be restored to an appearance suitable for visual recognition. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor.

10.2.7.4. NON-VIEWABLE-FULL BODY WRAP (FBW). Contagious remains or remains that are non-intact with extreme trauma, edema, dehydration, discoloration, or decomposition that may not be restored to an appearance suitable for visual recognition. Condition of remains does not allow for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor.

10.2.8. Inspect all remains after embalming, except when remains continue to be contagious or infectious (see **paragraph 10.2.8.1.**) Additional preservatives will be applied, as necessary. Remains will not be dressed or placed in the transfer case or casket, until this inspection is completed. Remains will be kept covered at all times except during examination or preparation.

10.2.8.1. Contagious or infectious remains prepared at Dover Port Mortuary. When the death was due to a contagious or communicable disease, the handling and/or inspection of remains, shall be IAW AFMAO Port Mortuary Exposure Control Plan (ECP) and AFMES guidance. All personnel must comply with the ECP.

10.2.9. Dress remains in military uniform or civilian clothing as directed by PADD, PNOK or sponsor and conveyed by the decedent's Service Casualty/Mortuary Affairs case manager or Service liaison; this does not include circumstances which necessitates the remains are FBW.

10.2.10. Remains are placed in a specification casket, as directed by the disposition instructions from the PADD, PNOK, or sponsor, which is conveyed by the decedent's Service Casualty/Mortuary Affairs case manager or Service liaison.

10.2.11. Remains that are received having been previously prepared will be fully inspected to ensure compliance with military mortuary specifications. Any discrepancies will be documented and corrected prior to shipment to the destination with a discrepancy report being provided to the shipping mortuary facility.

10.2.12. Cremations at the Port Mortuary, Dover AFB, DE will only be accomplished for unidentifiable/non-testable remains in preparation to effect appropriate disposition as determined by OSD policy; the cremation of retained organs, as directed by the PADD, PNOK or sponsor; the cremation of subsequent identified portions, as directed by the PADD, PNOK or sponsor; or of remains where the PADD, PNOK or sponsor directed Service directed disposition and AFMAO is in receipt of written instructions from the Service Casualty/Mortuary Affairs Headquarters or Service liaison.

10.2.13. When the PADD, PNOK or sponsor requests cremation to be effected, the cremation will be accomplished at the receiving funeral home. The remains will be prepared and casketed in a specification hardwood cremation casket and transferred via MilAir, Contract MilAir, Commercial Air or hearse, as authorized, to the receiving funeral home designated by the PADD, PNOK or sponsor for cremation IAW the applicable statutory provisions (i.e. state laws for the receiving funeral home) at government expense. NOTE: The Port Mortuary, Dover AFB, DE, or any additional Port Mortuary established by the Air Force, may only cremate the subsequent identified portions of remains or retained organs of a military member covered under Chapter 2 or Chapter 4 when: (1) The PADD, PNOK or sponsor has requested service directed disposition or medical disposition of subsequently identified remains or remains retained for extended study by the AFMES, as directed on the

CJMAB Form 1, Form 3 or Form 8; or (2) AFMES releases non-testable/unidentifiable portions for Retirement at Sea (RAS).

10.2.13.1. Ensure a cremation permit issued by the AFMES or State Medical Examiner is provided to the escort in order to expedite the cremation at the receiving funeral home.

10.2.13.2. Ensure an engraved specification bronze or hardwood urn is shipped with the casket for placement of the cremated remains upon completion of cremation.

10.2.14. Arrangements are made for shipment of remains and transportation of the escort to the destination designated by the PADD, PNOK or sponsor.

10.2.15. Operating Instructions are in place to ensure accountability for all remains portions and the appropriate disposition is effected IAW the directions provided by the PADD, PNOK or sponsor.

10.2.15.1. Secure refrigerated storage is maintained to ensure controlled access to remains portions while awaiting release or final disposition.

10.2.16. Operating Instructions are in place to ensure accountability for all PE and is recorded on DD Form 1076, *Record of Personal Effects of Deceased Personnel*, and returned via escort to the person eligible to receive effects (PERE).

10.2.17. The receiving funeral home and Service's Casualty/Mortuary Affairs Headquarters is advised of the remains movement schedule.

10.2.18. Overseas MAJCOM is advised of dates remains are to be shipped to final destination.

**10.3. Air Force Facilities OCONUS - USAF Mortuary Yokota, Japan.** The Mortuary Director will:

10.3.1. Ensure the acquisition of adequate military specification caskets; urns; outer shipping containers (Air Trays); embalming chemicals and supplies using O & M Funding through the host wing to meet mission requirements in compliance with DoD regulations.

10.3.2. Submit current casket, urn, and shipping container prices to AFMAO and all Service's Casualty/Mortuary Headquarters annually.

10.3.3. Maintain and repair transfer cases IAW TO 00-80F-2, *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*.

10.3.4. Remove and inspect remains arriving in a transfer case for proper preparation.

10.3.5. Prepare unembalmed remains or reprocess remains already embalmed IAW the DoD PWS.

10.3.6. Ensure disinfection and preservative treatment is accomplished prior to providing restorative work, cosmetizing, dressing or wrapping and casketing of the remains. Every effort will be made to restore the remains to a viewable status. Refer to section **10.3.3.1-10.3.3.5** for recommended levels of viewability.

10.3.7. Inspect all remains after embalming, except remains that continue to be contagious or infectious. Additional preservatives will be applied, as necessary. Remains will not be dressed or placed in the transfer case or casket, until this inspection is completed. Remains

will be kept covered at all times except during examination or preparation. **NOTE:** Contagious or infectious remains will be handled IAW the DoD PWS and local laws.

10.3.8. Dress remains in military uniform or in civilian clothing as directed by the disposition instructions of the PADD, PNOK, or sponsor unless the remains are FBW.

10.3.9. Place remains in a specification casket, as directed by the disposition instructions of the PADD, PNOK or sponsor.

10.3.10. Ensure remains that are received are fully inspected. Any matters that are not up to the standard are documented and corrected.

10.3.11. When PADD, PNOK or sponsor requests cremation, it will be accomplished at the receiving funeral home. The remains will be prepared and casketed in a specification hardwood casket and shipped via commercial air to the receiving funeral home designated by the PADD, PNOK or sponsor for cremation IAW the applicable statutory provisions (i.e. state laws for the receiving funeral home) at government expense.

10.3.11.1. Ensure a cremation permit is issued and provided to the escort in order to expedite the cremation at the receiving funeral home.

10.3.11.2. Ensure a specification bronze or hardwood urn is shipped with the casket for placement of the cremated remains upon completion of cremation.

10.3.12. Account for and ensure all PE are recorded on DD Form 1076, *Record of Personal Effects of Deceased Personnel*, and returned via escort to the PERE.

10.3.13. If the deceased is active duty Air Force, use mortuary funds. Once orders are generated, coordinate transportation arrangements to the receiving funeral home.

10.3.14. The receiving funeral home and Service's Casualty/Mortuary Affairs Headquarters is advised of the remains movement schedule.

10.3.15. Overseas MAJCOM is advised of dates remains are to be shipped to final destination.

10.3.16. An oversized specification casket will be used when it is required. If outer dimensions are larger than standard size, the receiving funeral home will be notified.

**10.4. DoD Mortuary Facilities OCONUS not Operated by the Air Force. NOTE:** The following is a list of DoD mortuary facilities OCONUS. To the extent possible, the remains of all Air Force personnel, military or civilian, their dependents and Air Force Retirees will be processed through whichever of these facilities is closest to the place of death OCONUS.

10.4.1. Army Facilities OCONUS: Landstuhl, Germany; Vicenza, Italy (Prep Point); and Seoul, Korea.

10.4.2. Navy Facilities OCONUS: Naval Regional Medical Center, Guam; Naval Regional Medical Center, Naples, Italy; Naval Hospital, Guantanamo Bay, Cuba; and Naval Hospital, Rota, Spain.

**10.5. When DoD Mortuary Facilities are Not Available OCONUS.** The nearest Air Force activity (the Air Attaché in the absence of an Air Force activity) will proceed promptly to the place of death and will coordinate with the proper civil authorities on all matters incident to recovery, identification and custody of remains. Contract mortuary services will be used to prepare remains of deceased Airmen whose deaths occurred in Alaska, Hawaii, and Puerto Rico. (T-1)

**10.6. Specification Casket.** An Armed Services specification 18-gauge, cut-top metal protective casket, standard size, a specification solid hardwood casket, standard size, or specification solid hardwood cremation casket, standard size must be used as described in the DoD PWS located on AFMAO Sharepoint. (T-0)

10.6.1. An oversized specification casket will be used when it is required. If outer dimensions are larger than standard size, the receiving funeral home will be notified through the Service Casualty /Mortuary Affairs Headquarters. (T-0)

10.6.2. The specification solid hardwood casket or specification solid hardwood cremation casket will be used when remains are to be cremated at a receiving funeral home designated by the PADD, PNOK or sponsor. (T-0)

10.6.3. If a casket is required that does not meet the Armed Services specifications, contact AFMAO/MA for coordination and guidance.

**10.7. Procurement of Infant and Child Caskets.** Air Force mortuaries will obtain infant and child caskets up to 66 inches in length from their servicing Army and Air Force Exchange System (AAFES) facility. They will coordinate with AAFES on the casket sizes and quantities that will be stocked to meet mission needs. (T-1)

**10.8. Transfer Cases.** The reusable aluminum transfer case (NSN 9930-01-581-5643) will be used to transport remains to AFMAO or other DoD Mortuary for further processing. (T-1)

10.8.1. The branch of Service accomplishing the preparation of the remains will provide the transfer case, regardless of the deceased member's parent service. (T-0)

10.8.2. The Air Force mortuary facility OCONUS that is responsible for preparation of remains will procure and maintain a sufficient number of transfer cases to meet mission requirements. (T-1)

**10.9. Shipping Containers.** Use casket-shipping containers furnished by AFMAO or by contractors that conform to the Performance Testing Specifications requirements of the air carrier and subsequent connecting carriers. In the case of an overseas shipment, provide a shipping container meeting the requirements of the air carrier(s) and the overseas countries involved. (T-1)

**10.10. Performance Work Statement (PWS).** Mortuary service practitioners will follow the PWS when preparing remains of personnel covered under this instruction. (T-1)

## Chapter 11

### MASS FATALITY MANAGEMENT

#### *Section 11A—General Mass Fatality Policy*

**11.1. Purpose.** This chapter assigns responsibilities and prescribes policy responding to Mass Fatality Incidents (MFI). This chapter will comply with Air Force Emergency Management publications AFD 10-25, *Emergency Management*; and AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*. Additionally, S&R operations may be required in a MFI, refer to Chapter 6 of this publication for S&R guidance.

**11.2. Mass Fatality Incident (MFI) Defined.** A MFI is the occurrence of *five or more* deaths in a common incident.

11.2.1. Mass fatality incidents can easily cross military Service boundaries and involve military, dependents, Department of Defense (DoD) civilians, US civilians, foreign nationals and/or non-DoD affiliated persons.

11.2.2. Potential scenarios include aircraft mishaps, large vehicle mishaps, explosions, natural disasters, terrorist activity and armed conflict.

11.2.3. The Force Support Squadron Commander or Director of the installation nearest the incident, or the commander in the overseas command responsible for the area where the incident occurs, will be responsible for S&R operations. (T-1)

**11.3. Mass Fatality Operating Locations.** Depending upon the incident, mass fatality remains processing operations could be conducted in the field, a civilian facility or at the Port Mortuary, Dover AFB, DE. AFMAO has the capability to expand for processing human remains during mass fatalities and is the preferred location for conducting mass fatality support. If the incident occurs outside an Air Force installation and local authorities will not relinquish jurisdiction, a plan for processing remains locally must be developed. Mass Fatality operating locations will be managed much like the Air Force S&R capability, refer to [Chapter 6, paragraph 6.2 and 6.3](#) (T-1)

**11.4. Funding.** Installations will use their own O&M funds to fund immediate requirements and request reimbursement through their MAJCOM. (T-1)

**11.5. Mass Fatality Management Plans.** Installations and Air Force mortuaries will develop a contingency plan to support peacetime mass fatality incidents. Installation Mortuary Officers will refer to *Section 11E* for the key elements to include in their mass fatality management plans. (T-1)

#### *Section 11B—Mass Fatality Roles and Responsibilities.*

**11.6. HQ USAF/A1S.** Will:

11.6.1. Ensure appropriate Air Force resources are made available to support AFMAO during a mass fatality operation.

11.6.2. Ensure Air Force Senior leadership be kept informed of remains processing. This may be accomplished through the Crisis Action Team, if activated.

**11.7. AFMAO. Will:**

11.7.1. Develop a mass fatality operations CONOPS.

11.7.1.1. Coordinate with HQ USAF/A1S to initiate mass fatality operations at the Port Mortuary, Dover AFB, DE during peacetime operations.

11.7.2. Provide mortuary technical assistance and expertise to COCOMS, MAJCOMS and installations in mortuary affairs support in mass fatality operations.

11.7.3. Inform AFMES upon notification of an incident.

11.7.4. Ensure airlift is provided for movement of remains, personnel, equipment and supplies to the Port Mortuary, Dover AFB, DE.

11.7.5. Request AEF Center to source UTCs for mortuary augmentees.

11.7.6. Activate AFMAO Command, Control and Communications (C3).

**11.8. MAJCOM/A1.** Will coordinate funding support for installation mass fatality incident support through MAJCOM/FM.

**11.9. Mortuary Officer (at the installation providing S&R). Will:**

11.9.1. Develop and implement a Mass Fatality Management Plan as part of the installation mortuary plan and included in the Installation Disaster Plan. (T-1)

11.9.2. Track Mass Fatality Incident expenses and request additional funding from MAJCOM to support the mission. (T-1)

**11.10. AFMAO Port Mortuary. Will:**

11.10.1. In the case of a mass fatality incident, mortuary specialists will be utilized first from available AFMAO/MA personnel, followed by a request to the USN and USA for support. As a last resort, contracted augmentation for embalming support will be considered to meet mission requirements.

11.10.2. Receive from AFMES and process remains for entitled persons IAW [Chapter 10](#) of this instruction.

**11.11. AFMAO/MA. Will:**

11.11.1. Interface with the AFMAO Command, Control, and Communications (C3) regarding Air Force fallen.

11.11.2. Collect medical/dental records and deliver them to AFMES, if requested.

11.11.3. Provide status and means of identification to the PADD.

11.11.4. Ensure disposition instructions are obtained to include casket preference, uniform/dress requirements, special escort information, and shipment information and is provided to the Port Mortuary.

11.11.5. Provide information to the AFMAO Commander and Deputy on all issues regarding entitlements, travel, escorts, and waivers.

11.11.6. Provide resource requirement information to AFMAO/RA on service specific financial issues.

11.11.7. Ensure escorts are available to accompany Air Force remains to final destination.

11.11.8. Brief escorts on duties and decorum expected during execution of their duty.

11.11.9. Receive sentimental PE for fallen Airmen from the Joint Personal Effect Depot (JPED), Dover AFB, DE. Take appropriate action to return the PE requested by the PERE or to the personal effects depot if established, based on their Service directives.

#### **11.12. Air Force and Other Services Augmentation.**

11.12.1. The AFMAO/CC or Deputy may request manpower augmentation when the workload justifies additional requirements in accordance with the AFMAO Mass Fatality Plan. AFMAO will continuously evaluate manpower requirements taking into consideration 24/7 operations, projected length of operation (days, weeks), condition of remains, etc.

11.12.2. The U.S. Army, U.S. Marine Corps and U.S. Navy may provide deployed service representatives to support sustained operations at the Port Mortuary, Dover AFB, DE. AFMAO/CC or Deputy will be consulted prior to any other Service members deployment to ensure members are accounted for appropriately. The Services should establish MOUs with AFMAO, as appropriate, to detail the purpose and support requirements of liaisons. The liaisons may be rotated on a recurring basis as determined by the Service. Lead Service liaisons may request augmentation with whatever grade military or civilian their respective Service deems appropriate.

#### ***Section 11C—Disposition of Personal Effects.***

**11.13. Handling and Disposition of Personal Effects (PE).** In a mass fatality incident Air Force decedent's PE will be recovered, identified, and disposed of per AFI 34-511. The volume of and commingling of PE in a mass fatality incident makes collection and determination of ownership more time consuming and difficult than in a case of individual death. This is done concurrent with the recovery, identification, and disposition of the remains from the incident. Decedent's PE disposition can require actions at multiple locations in addition to the mass fatality incident site. For instance, PE located at a decedent's home station (when the family does not reside there), temporary duty location, or other places under military jurisdiction must be collected, inventoried, and transferred to the PERE. Incidents involving large numbers of deceased may require the U.S. Army to establish active JPED operations at the Dover AFB, DE. In this case each Service with deaths will provide members to the JPED to act on behalf of their Service decedents. (T-1)

11.13.1. Security of PE will be ensured from initial recovery to final disposition. A secure work area (hangar, fitness center, etc.) is needed for sorting property and secure storage is mandatory (vans, lockers, safes, etc.) particularly for high value items such as computers, electronics, cameras, and jewelry. (T-1)

11.13.2. A Summary Courts Officer (SCO) will be appointed for each deceased Air Force military member, usually from personnel assigned to the member's home station. The SCO is responsible for collecting, securing, inventorying, and disposing of personal property of the deceased that is under military jurisdiction. (T-0)

11.13.3. PE retained as evidence. PE may be retained as evidence by civil and/or military law enforcement or investigative authorities until no longer needed. (T-0)

11.13.3.1. Civil Agencies. Civil law enforcement and investigative agencies have their own policies and procedures for disposing of evidence, including PE. The SCO will advise the PERE that queries concerning PE held by non-military agencies should be sent to each applicable agency. The SCO will provide the PERE with the agency's physical evidence custodian's name, mailing address, and telephone number. (T-1)

11.13.3.2. Military Agencies. The SCO will contact the physical evidence custodian of the military law enforcement or investigative agency and advise the custodian when PE is released as evidence, the PE will be turned over to the SCO for disposition as prescribed by Federal statute and Air Force instructions. (T-1)

11.13.3.3. Air Force OSI, or Security Forces Investigations (SFOI) should return property withdrawn for investigation purposes directly to the authorized recipient rather than the SCO. (T-1)

### ***Section 11D—Mass Fatality Plans.***

**11.14. Mass Fatality Plans – Required Elements.** Installation mass fatality plans will include the following elements:

11.14.1. Situation Assessment. Situation assessment considerations will include location of the incident, type of incident, number of personnel involved, who has jurisdiction over the remains, whether MOUs or agreements with local authorities are in place or are required. For incidents that occur OCONUS, Status of Forces Agreements (SOFAs) or other local agreements will govern how operations are conducted.

11.14.2. Identifying Operating Locations or Facilities. Consider the following phases when identifying locations in the plan, keeping in mind that all phases might be handled in a single location:

11.14.2.1. Contamination mitigation, if possible.

11.14.2.2. Believed-to-Be (BTB) determination, if possible.

11.14.2.3. Processing.

11.14.2.4. Preparation location site refrigeration, initial processing and reprocessing, if required.

11.14.2.5. Handling PE. NOTE: If it's a joint operation, the U.S. Army will establish or assist with a PE depot.

11.14.3. Communications Requirements. Identify possible communications needed to communicate between and among the various agencies and headquarters, as required. (Cell phones, telephones, HF/ UHF/VHF radios, handheld portable radios, fax machines with secure transmission capability, etc.).

11.14.4. Records Collection Procedures. Refer to Chapter 7 for identification records and Chapter 3 for personal information. (T-1)

11.14.5. Required Supplies and Equipment. Determine required supplies and equipment for the operating locations and for S&R operations. Identify procedures and resources for

procuring emergency supplies and equipment quickly. **NOTE:** For S&R supplies, see [Chapter 6](#). (T-1)

11.14.6. S&R Procedures. Include local requirements not covered in Chapter 6. (T-1)

11.14.7. Establishing BTB of Remains. Prior to decedent being identified through scientific procedures, decedent identity will be considered BTB. (T-1)

11.14.8. Preparation of Remains. Include procedures for preparing multiple remains in the local area. Identify additional funeral homes and procedures needed to request single-use contracts. (T-1)

11.14.9. Disposition. Develop procedures for handling more than five decedents, to include:

11.14.9.1. Obtaining disposition instructions in a mass fatality scenario. (T-1)

11.14.9.2. Determining authorized entitlements. (T-1)

11.14.9.3. Arranging honors (if authorized and requested). (T-0)

11.14.9.4. Shipping remains and arranging funeral travel for eligible relatives. (T-0)

11.14.9.5. Arranging for an escort (for active duty decedents). (T-0)

11.14.9.6. Ensuring FARs are appointed. (T-0)

11.14.9.7. Arranging for SCOs to handle disposition of personal property and effects (AFI 34-511, *Disposition of Personal Property and Effects*). (T-0)

11.14.9.8. Records handling forms, multiple mortuary case files. (T-1)

11.14.10. Demobilization. When the mass fatality mission has been completed and all deceased personnel have been identified, processed and returned to the PADD for interment, the operation can begin demobilization. (T-0)

11.14.10.1. All rented or borrowed equipment at the processing and preparation location will be returned to its owning agency/unit. (T-2)

11.14.10.2. All personnel involved in the mass fatality operation will receive a DMH Team pre-brief prior to initiating support, if possible, and a DMH debrief prior to returning to their regular duties. (T-1)

11.14.10.3. SCO will maintain contact with PERE until all effects are returned. (T-0)

11.14.10.4. After-action reports will be completed by the OIC of the operation. Each organizational element on his/her staff will prepare an after-action report for higher headquarters information and review. (T-1)

## Chapter 12

### MORTUARY AFFAIRS IN CONTINGENCY OPERATIONS

#### *Section 12A—General Policy.*

**12.1. Purpose.** This chapter provides policy for mortuary affairs in contingency operations and the prescribed processes for Mortuary Affairs Collection Points (MACP), Theater Mortuary Evacuation Points (TMEP), temporary storage or interment and handling contaminated remains. This policy is derived from JP 4-06, *Mortuary Affairs*. The US Army is the Executive Agent for Contingency Mortuary Operations. Mortuary operations in a contingency environment will be subject to host nation agreements and executed IAW the American, British, Canadian, and Australian (ABCA), QSTAG 655, *Handling Deceased, Personnel in a Theater of Operations*, and NATO STANAG 2070, *Emergency War Burial Procedures*, where applicable. Mortuary affairs support will also be required to support any unexpected CONUS contingency operations.

**12.2. Overview.** All Force Support Contingency Training Sites will ensure their curriculum is reviewed by the U.S. Army Joint Mortuary Affairs Center, Ft. Lee, Virginia. The goal of the mortuary affairs program during contingency operations is to ensure remains are returned to CONUS as quickly as possible to preserve remains for identification and preservation of evidence of death. All contingency operating locations will operate under the Current Death Sub-Program during regional contingencies until such time the mortuary affairs executive agent declares implementation of the Concurrent Return Sub-Program defined in [paragraph 1.2.3](#). If it is not possible to return remains in a timely manner, the theater commander will implement secure temporary refrigerated storage or interment. (T-1)

12.2.1. War Mobilization Plan (WMP) 1, Services Supplement, AFH 10-247, Volume 4, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* (see AFMAO Sharepoint, and the Prime RIBS Home Station Readiness Training (HSRT) and Force Support Combat Training (SCT) courses provide additional guidance on mortuary affairs in a contingency environment.

12.2.2. Mortuary Equipment. Designated lead teams will deploy with the initial Mortuary Affairs Kit (RFSER) to include human remains pouches, mortuary forms, and supplies to support limited S&R operations in the AOR. **NOTE:** The equipment in the RFSER kit differs from the equipment used at the MACP, which comes from pre-positioned War Reserve Materiel (WRM).

**12.3. Scope of the Mortuary Program in Contingency Fatality Operations.** The mortuary affairs program in a contingency environment will provide support across the full spectrum of military operations to include:

12.3.1. S&R. BTB determination, evacuation of remains and when required, secure temporary refrigerated storage or interment, disinterment and return of deceased military, civilian and allied personnel, Enemy POWs, Interned Enemy Aliens, and enemy dead. (T-0)

12.3.1.1. All management and lead UTC personnel will be trained on wartime/contingency S&R procedures. (T-1)

12.3.2. Establishment and operation of MACP, theater mortuary evacuation points (TMEPs), military mortuaries, and interment sites. (T-1)

12.3.3. Collection, inventory, storage, and processing of PE of deceased and missing US and enemy personnel IAW AFI 34-511, *Disposition of Personal Property and Effects*, Chapter 5, *Wartime Personal Effects Office Procedures*. (T-1)

12.3.4. Operation of the Port Mortuary, Dover AFB, DE (see [Paragraph 10.2](#)).

12.3.5. Preparation and coordination of the shipment of remains for final disposition. (T-1)

12.3.6. Response to mass fatality incidents (see Chapter 11). (T-1)

#### **12.4. Contingency Mortuary Support - Other Categories of Personnel.**

12.4.1. Dependents and US Civilians. Dependents and US civilians accompanying or employed by US forces will be processed in a manner similar to US military personnel. All records and reports required for military members will be used. (T-0)

12.4.2. Allied, Interned Enemy Aliens and Enemy Deceased. Existing standardization agreements will be used whenever possible. If agreements do not exist and the US is the lead nation, US policy will have primacy. If agreements do not exist and another nation is the lead, US policy would apply only to US forces and citizens, unless otherwise adopted by the multinational force. Under these circumstances the same records and reports will be used as for US military. Interment, if required, will be separate for allied, detainees and enemy dead. PE of allied personnel will be processed IAW standing agreements or per current mortuary affairs procedures if no agreements exist. (T-0)

12.4.3. Enemy POWs. Processing of Enemy POWs will be IAW the Geneva Conventions. (Geneva Convention Relative to the Treatment of Prisoners of War of 12 August 1949, Chapter IV, Section III Death of Prisoners of War, Article 120.) (T-0)

12.4.4. Transfer to Host Country. When arrangements are made to transfer remains and PE to the host country or to an allied nation, the Mortuary Officers will document the transfer in the log of events. The Mortuary Officer will also provide information for all enemy, detainees or allied deceased transferred from temporary interment sites for which they have responsibility to the Theater Joint Mortuary Affairs Office (JMAO). (T-0)

**12.5. S&R Operations.** While the US Army (mortuary affairs executive agent) is the lead for S&R in the theater of operations, bed down locations with Air Force base operating support (BOS) responsibility will be required to conduct S&R in support of incidents on/near their installation for minor incidents with two or less casualties. Prior to conducting any S&R operations, the Mortuary Officer must contact the Component Headquarters Services staff. The Component Headquarters staff will coordinate with the US Army mortuary affairs executive agent to determine who will conduct the S&R. When it has been determined that Air Force personnel will conduct S&R operations, the following policy applies: (T-0)

12.5.1. S&R will only be conducted under conditions that do not endanger the S&R team. Under hostile conditions, the installation or incident commander will determine when it is safe to begin S&R operations. Under non-hostile conditions, EOD, CBRN (USA & USMC), FES, EM and Security Force personnel will determine if/when the area is safe to conduct S&R operations. (T-1). **NOTE:** In a contaminated environment, limit S&R operations to the minimum processes required to remove remains from the field. Personnel must wear the

appropriate protective gear required for the operation. Treat all remains as contaminated. Consult CE Readiness personnel and follow appropriate personal decontamination procedures at the conclusion of S&R operations.

12.5.2. Force Support personnel will manage S&R operations and work through installation leadership to task members of other organizations as augmentees. (T-1)

12.5.3. Units conducting recovery operations in the AOR must take special precautions to preserve all items that might be useful in establishing a tentative identification of remains. When performing recovery operations, use any means available to recover all remains and portions of remains. PE will not be removed from remains at the mishap site. This will include official cards (line badge) and papers, nametags, and accoutrements. These items will be left on/with the remains to preserve identification evidence. Only weapons, ordnance, and/or classified material will be removed from the remains. Coordinate with Security Force/EOD personnel for removal. (T-1)

12.5.4. The Mortuary Officer will coordinate with Bioenvironmental Engineering (BE), and CE to determine personal protection equipment (PPE) requirements for S&R. (T-2)

12.5.5. The Mortuary Officer will coordinate with CE to determine if a GPS capability exists to plot remains and personal effects locations. (T-2)

12.5.6. If the recovery must be completed expeditiously, due to possible hostilities or unsafe conditions, “R” or “P” (remains/portions) and “E” (personal effects) numbers will not be used. If there is sufficient time, the following “Tagging and Bagging” process will be used (Chapter 6). (T-1)

12.5.6.1. Each stake will be marked with an “R”, “P” or “E” number (example, R-1), using consecutive recovery numbers for each stake. (T-1)

12.5.6.2. If GPS is available the location of each portion of remains and PE will be plotted. GPS coordinates will be annotated on both remains/PE tags. If GPS is not available, hand drawn maps or sketches will be used to plot the location of remains and PE. (T-1)

12.5.6.3. The remains will be placed in a human remains pouch or plastic bag. Minimize handling to prevent damage. Examine the ground beneath the remains and immediate area to assure all portions are recovered. (T-1)

12.5.6.4. Three tags will be used for each remains (or portion thereof) and PE found. GPS coordinate must be written on all tags (if no GPS capability--the R, P or E-number will be written on both tags). One tag will be attached to the remains or PE. The second tag will be attached to the human remains/PE bag. And the third tag will be attached to the stake. (T-1)

12.5.6.5. Place PE found near the remains in a plastic bag and place in the same human remains pouch. Place all other PE into a separate human remains pouch. (T-1)

12.5.6.6. Personal belongings found loose at the site will be annotated on the site map and placed in plastic bags secured with wire tie shipping tags. There will not be any attempt to re-associate personal property or accouterments found loose at the mishap site until the remains are processed and identified. (T-1)

12.5.6.7. Remains must be refrigerated at a temperature of 34 to 40 degrees Fahrenheit or 3 to 4 degrees Centigrade. If refrigeration equipment is not readily available, pack bagged remains in ice or ice packs in insulated chests or in a transfer case, depending on size of the remains; ice will not be placed directly on remains. (T-1)

12.5.7. The FSS/CC will keep the Air Force Component forward staff informed of status of recovery. (T-1)

12.5.8. S&R will be terminated upon direction from the installation or incident commander. (T-1)

12.5.9. Remains and PE will be evacuated as soon as possible to the nearest Theater Mortuary Evacuation Point (TMEP) for onward movement to a DoD mortuary. (T-1)

### ***Section 12B—Contingency Mortuary Operating Concept (Flow of Remains).***

**12.6. Casualty Collection Point (CCP).** The CCPs are normally located near a medical facility and managed by medical personnel. A FSS representative will normally coordinate with the CCP to begin actions to receive the deceased.

12.6.1. At the CCP, a competent medical authority is required to declare death. Declaration of death will be recorded on appropriate medical form or tag. The word “draft” will be placed on the death certificate. During instances where remains arrive directly at the MACP, a competent medical authority will be called upon to pronounce death. Physicians in the field will provide information on cause of death, if known (e.g., gunshot, blunt trauma). Final determination as to positive identification of remains and the cause and manner of death rests with the AFMES. (T-1)

12.6.2. Remains suspected to have unexploded ordnance (UXOs) must be reported to the CE representative in the Emergency Operations Center (EOC). (T-1)

12.6.3. While waiting for transportation, mortuary personnel will ensure remains are laid shoulder to shoulder and screened to prevent them from public view. Mortuary personnel will also coordinate with Security Forces if needed, to assist in preventing the theft of PE, equipment, and to keep unauthorized persons away from the area. (T-1)

12.6.4. LRS will provide FSS mortuary personnel with a covered vehicle to transport remains from the CCP to the MACP. Remains will be carried feet first at all times. While loading remains, an attitude of reverence and respect will be maintained at all times. Remains loaded on vehicles and aircraft will be loaded feet first. Remains will be secured to prevent shifting during movement. (T-1)

**12.7. Mortuary Affairs Collection Point (MACP).** The MACP’s main purpose is to move remains, along with accompanying PE, to Dover AFB, DE as quickly as possible for processing and identification (bag, tag, encase and ship).

12.7.1. Site Selection. MACP will be physically separated from the main living and working areas. It should have natural or artificial cover (trees, hills, unused ISO containers) and be screened from view. There should be an access road for vehicles. Sufficient space must be made for processing and holding areas. A perimeter will be established to prevent unauthorized personnel and news media from entering the area. If there is a possibility

remains may contain UXOs, provide sandbags and revetments for emergency areas of protection and for general blast protection. (T-1)

12.7.2. Morgue Requirements. Most field mortuary operations use a Small Shelter System to support MACP operations. The site will also require a 275 cubic foot refrigerator for remains storage. It may require a power generator if normal site power is not available during processing. MACP will also require adequate lighting, a water supply, access for truck and forklift operations, good drainage and runoff protection and ventilation. Depending upon the location and temperatures, an environmental control unit (ECU) will be required during processing. A contaminated waste collection point will also be required. (T-2)

12.7.3. MACP Layout. Ideally, the receiving, processing and evacuation sections will be established in separate areas to avoid confusion. Refer to JP 04-06, *Mortuary Affairs*, Appendix A for detailed information on facility layout. (T-2)

12.7.4. MACP Planning for Bio-Defense. Because of the increased terrorist threat of biological warfare, planning for the operation of a MACP in a biological environment must be considered as part of the Base Support Plan. Use of Mission Oriented Protective Posture (MOPP) 4 equipment meets personnel safety requirements, until specific Bio-Defense protective equipment/gear has been developed and fielded. (T-2)

**12.8. Mortuary Personnel MACP Responsibilities.** Mortuary personnel will collect and preserve identification information, operate the MACP, and prepare the remains for shipment. Recovery of remains to either CCP or MACP will be accomplished through the medical evacuation system or the “Buddy Care” system. If remains are delivered to the CCP instead of the MACP, it is the responsibility of the MACP or the mortuary CCP augmentees to collect remains from the CCP and transport them to the MACP. Air Force personnel operating or supporting a MACP will be trained in the utilization of the Mortuary Affairs Remains Tracking System (MARTS). MACP personnel will upload all know information of each deceased into MARTS. (T-1)

**12.9. The MACP Process.** Personnel at MACP will accomplish the tasks in **paragraphs 12.9.1** through **12.9.13** However, if an aircraft is departing within two hours (or before remains can be processed), remains will be shipped without processing. (T-1)

12.9.1. Verify EOD personnel have checked for UXOs and other hazardous items prior to entering the receiving area. (T-1)

12.9.2. Record required information on the DD Form 1077, *Collection Point Register of Deceased Personnel*, and confirm the actual number of remains being delivered. The DD Form 1077 is a daily log of all remains the MACP receives. A new DD Form 1077 will be prepared each day the MACP is in operation. (T-1)

12.9.3. Leave clothing, personal effects, and gear (i.e., helmets, vests, safety equipment, or organizational equipment, including the chemical warfare defense ensemble) on the remains to aid in identification and investigation at the Port Mortuary. All items on the remains, except weapons, munitions, classified documents, and hazardous material, are to be shipped with the remains; do not wash remains. (T-1)

12.9.4. If able, unit members should remove weapons and ammunition from their casualties prior to arrival at CCP or MACP, . Unit members will return these items to the unit armory, aircrew life support section, or appropriate storage area. If mortuary personnel discover weapons or ammunition, ensure items are secured IAW AFI 31-101, *Integrated Defense*, and the unit of the deceased responds as soon as possible to account for the weapons. Always notify EOD personnel or the Emergency Operations Center if an UXO is discovered during remains processing. (T-1)

12.9.5. Complete two tags for every HRP. On one side of the evacuation tag include the remains BTB last name, first name, initial, SSN or “unidentified”. On the reverse side, include the evacuation number, a coded sequence based on the below items:

12.9.5.1. The evacuation number IAW will include a letter code R, P, E, D, T, a sequential number and year, MACP branch of service and MACP unit, and the collection point identifier (number or location). For example, EVAC # R11-94/AR54th QM CO/Balad. (T-1)

12.9.5.2. If remains are fragmented, write the word “Portions” on tag; beneath “Portions”, write the sequential number of portions “1 of \_\_\_\_”. On the reverse side include the evacuation number, as in [paragraph 12.9.5.1](#) (T-1)

12.9.6. Record the evacuation number, date remains were received, the BTB name and SSN, if available, (or unidentified) on the reverse side of the DD Form 1077, *Collection Point Register of Deceased Personnel*. (T-1)

12.9.7. Place unwashed remains in HRP. Use separate pouches for each remains and do not commingle fragmented remains unless they were received commingled, or confirmed to be one decedent. (T-1). **NOTE:** Do not fingerprint or perform dental charting in a field environment as it may cause loss of forensic evidence. Dental charting and fingerprinting will be performed at the Port Mortuary, Dover AFB, DE. (T-1)

12.9.8. Attach one tag to the remains and one tag to the HRP. When placing several fragmented remains, each portion must be tagged. HRP must also have an evacuation tag on which the words “Portions” is written and beneath it the total number of portions contained in the HRP. The reverse side is completed as in [paragraph 12.9.5](#) (T-1)

12.9.9. Place the plastic pouch with the death certificate and other pertinent information into the remains pouch. Close and secure the remains pouch with a plastic fastener. (T-1)

12.9.10. Coordinate with Security Forces if assistance is required to guard remains until they are shipped to either a TMEP, OCONUS mortuary or the Port Mortuary, Dover AFB, DE. (T-1)

12.9.11. When remains are ready to be shipped, place them into a transfer case and put ice around the pouch. Ensure the ice does not come in direct contact with the remains. Place the plastic bag with the death certificate and other pertinent information in the transfer case document sleeve, or tape to the top of the transfer case. The transfer cases will be draped with a flag from the AOR to the Port Mortuary, if the deceased are US personnel. (T-1)

12.9.12. Record the shipment information (date, shipped to) on DD Form 1077, *Collection Point Register of Deceased Personnel*. Also record the shipment on DD Form 1075, *Convoy*

*List of Remains of Deceased Personnel.* The aircraft commander or vehicle driver must sign for the remains on DD Form 1075. (T-1)

12.9.13. At the end of each day, the FSS Unit Control Center (UCC) will provide higher headquarters with a SITREP of the day's mortuary affairs activity. Record all evacuation numbers received and shipped on the report. Continue reporting these numbers on future SITREPs until notification of the remains have arrived at Port Mortuary, Dover AFB, DE. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. (T-1)

**12.10. Theater Mortuary Evacuation Points (TMEPs).** TMEPs are established to evacuate all remains and accompanying PE to a DoD mortuary. Personnel at the TMEP will:

12.10.1. Receive remains (and accompanying PE, clothing and gear) from any theater location and record them on the DD Form 1077, *Collection Point Register of Deceased Personnel*. (T-1)

12.10.2. Perform quality assurance checks on existing documentation and/or initiate complete and obtain required processing documentation. (T-1)

12.10.3. Prepare remains for evacuation and/or ice the remains, when practical until transportation can be arranged. (T-1). **NOTE:** Do not remove equipment, wash the remains, clean the fingers for fingerprinting or fingerprint the remains. (T-1)

12.10.4. Arrange airlift and initiate all required shipping and special handling documents. (T-1)

12.10.5. Record the shipment on DD Form 1075, *Convoy List of Remains of Deceased Personnel*. (T-1)

12.10.6. Transport transfer cases to the AMC special handling area to be palletized. Transfer cases will be tied down with three transfer cases per pallet. If absolutely necessary, you may place cases in three rows, each row stacked to a maximum of four. (T-0). **NOTE:** Transfer cases will be loaded onto the aircraft feet first and turned once inside the aircraft so the remains are stowed in the aircraft head first towards the nose of the aircraft. Ensure the head is higher than the feet. This will normally be accomplished by stowing the case on the aircraft or pallet in a level position. No other cargo or miscellaneous items besides other human remains will be placed on top of human remains. Remains should be offloaded feet first, (AMCI 24-101 V11). Transfer cases will be flag draped, per **Paragraph 12.9.11** If stacked, cases will not be draped with the US flag. (T-1)

12.10.7. Document evacuation numbers in the SITREP. (T-1)

12.10.8. If remains arrive at the TMEP and have not been loaded into MARTS, TMEP personnel will ensure this is accomplished before the remains are transferred from the TMEP. (T-1)

**12.11. Aerial Port: (Force Support Augmentation).**

12.11.1. Aerial port will receive remains from the TMEP, record them on DD Form 1077, *Collection Point Register of Deceased Personnel*, and ice remains for shipment if practical. (T-1)

12.11.2. Remains will be shipped to Port Mortuary, Dover AFB, DE. (T-1)

12.11.3. Shipment will be recorded on DD Form 1075, *Convoy List of Remains of Deceased Personnel*, and evacuation numbers will be documented in the SITREP. (T-1)

#### **12.12. AFMES and AFMAO Roles, Dover AFB, DE.**

12.12.1. AFMES will exercise custody over remains received at Dover AFB, DE.

12.12.1.1. Inventory and process PE on DD Form 1076, *Record of Personal Effects of Deceased Personnel*. **NOTE:** Joint Personal effects Depot (JPED) Personnel handles all personal effects retrieved at Dover AFB, DE.

12.12.1.2. Identify remains.

12.12.1.3. Determine the manner and cause of death.

12.12.2. AFMAO Port Mortuary branch will prepare, casket and ship remains and PE per disposition instructions provided by the PADD, PNOK, or sponsor.

#### **Section 12C—Temporary Storage or Interment in the AOR.**

**12.13. Emergency Interment.** Emergency interment is an interment, usually on the battlefield, when conditions do not permit either evacuation to a MACP or TMEP. Sometimes referred to as hasty burial, it may occur when intense hostilities prevent evacuation of remains and burial is an emergency means of preserving remains or preventing them from falling into enemy hands. It may amount to little more than hiding and recording the location of remains so they can be safely recovered later. It is the only situation in which temporary interment can occur without theater commander direction. In such case, the decision to temporarily inter can be made by the senior military member (officer or enlisted) on scene. If so, immediately meet with CE to finalize layout and begin excavating a temporary interment site. It is imperative to record the location of the emergency burial so that the remains can be found and disinterred as soon as possible. (T-1)

**12.14. Temporary Interment.** Temporary interment is only permitted as a last resort. Every effort will be made to evacuate remains as soon as possible. Situations that may require temporary interment include weapons of mass destruction, hostilities, transportation shortages, a large number of remains that could overwhelm manpower capabilities, insufficient capability to decontaminate remains or insufficient refrigerator space. Unit commanders must obtain permission from the geographic combatant commander to conduct temporary interment operations. (T-1)

12.14.1. When circumstances warrant temporary interment, recovery operations will be conducted as soon as possible. (T-1)

12.14.2. When interment is required separate interment sites will be established for burial of allied, detainees and enemy deceased to aid in later disinterment operations. When arrangements are made to transfer remains to the host country or to a friendly nation, commanders will maintain records of the transfer and provide information for all allied, detained or enemy deceased transferred from temporary interment sites for which they have responsibility. (T-1)

**12.15. Selection of Temporary Interment Site.** The site will be level, free of large obstacles, away from main roads and populated areas, not in a flood zone and have adequate soil depth to

the water table. CE will determine what equipment is available on station that will be adequate to the task given types of soil and local conditions. Ensure the layout is site specific and they do not try using strictly book values for spacing and depth. CE must provide enough space between rows to prevent equipment from caving in or sliding into the trenches when excavating and while covering the remains. They may also have to assist FSS personnel for placement of row markers. At established/mature contingency bed downs, the location of temporary burial sites will be determined in advance. Primary and alternate sites for temporary burial locations will be clearly identified using grid coordinates. Site selection will be coordinated between CE and FSS. (T-1)

12.15.1. Interment Site Dimensions. Temporary burial sites do not contain individual graves, but will consist of straight rows (trenches). The number of remains you have will determine how many sites you will need. No more than 10 remains, head to foot lengthwise, will be placed in each trench. The rows will be 70 feet long, 3 ½ feet deep and 3 feet wide. For contaminated remains, the depth will be 6 1/2 feet and trenches will be 80 feet long. A distance of 3 feet between trench rows will be maintained. Base CE will provide mechanical trenching or other earth moving equipment, with operators. Separate rows will be used for US, allied, and enemy dead. (T-1)

**12.16. The Temporary Interment Process.** Mortuary personnel will:

12.16.1. Meet personnel transporting remains and obtain documentation and information on the remains. If a list of remains is present, remains will be verified as they are offloaded. Upon verification, mortuary personnel will sign for remains. (T-1)

12.16.2. Initiate the DD Form 1079, *Interment/Disinterment Register*. (T-1)

12.16.3. Report remains suspected to have UXOs to the EOC. (T-1)

12.16.4. Leave clothing, gear (including helmets, vests, safety equipment, or organizational equipment) and personal effects on remains to aid in identification at the port mortuary to include the chemical warfare defense (CWD) suit. All items on the remains, except weapons, munitions, classified documents, and hazardous material, are to be shipped with the remains. (T-1)

12.16.5. Assign each remains an interment processing number by using the next sequential number from the DD Form 1079, *Interment/Disinterment Register*, Block 5. Use one page of DD Form 1079 for each row of 10 remains. The number consists of an accumulative number and the current calendar year, e.g., 03-0024-2015 (row 3, remains number 24, calendar year 2015). (T-1)

12.16.6. Record information (interment processing number, date received and BTB name and SSN, if available) on DD Form 1079, *Interment/Disinterment Register*. (T-1)

12.16.7. Place remains in a human remains pouch (HRP); when HRPs are not available, they will be wrapped in a poncho or plastic. Two tags will be completed (use metal tags if available), each with the interment processing number. Tags will be attached as follows: One to the remains and one to the HRP. (T-1). **NOTE:** If remains are fragmented, attach a tag to each portion of the remains recovered. Use the evacuation number to identify each portion of commingled remains believed to be the same. "R" or "P" numbers, as those used

in S&R, are not needed for identification, they are only used in charting an accident site. (T-1). **NOTE:** If time allows:

12.16.7.1. Establish BTB ID or use unidentified. (T-1)

12.16.7.2. Place the plastic pouch with DD Form 2064, *Certificate of Death Overseas*, and other information in the HRP. Close the remains pouch. (T-1)

12.16.8. Remains will be placed head to foot. (T-1)

12.16.9. PE will be buried with remains of US personnel. (T-1)

12.16.10. DD Form 1079, *Interment/Disinterment Register*, will be provided to the Theater Joint Mortuary Affairs Office (JMAO). The Mortuary Officer will retain a copy of the DD Form 1079 in the mortuary case file and forward a copy to AFMAO. (T-1)

**12.17. Marking the Temporary Interment Site.** To mark the site, a stake will be placed at the beginning (head) and end of each row. The marker will extend at least three feet above the ground. Attach a weather resistant sign to the stake bearing the following information: number of remains and date of burials. CE will provide interment site coordinates using GPS, if available. Determine the location of each row and record it on the DD Form 1079, *Interment/Disinterment Register*. (T-1). **NOTE:** If remains are contaminated, ensure the area has been clearly marked by CE Readiness. (T-1)

**12.18. Disinterments.** Remains temporarily interred will be disinterred at the earliest possible time. Remains should be recoverable at a future date and returned to Port Mortuary, Dover AFB, DE for processing or to an interment site as directed by the Office of the Secretary of Defense and/or Joint Staff. AFMES is responsible to determine when remains are safe to repatriate. The on-scene commander is responsible for planning the opening of trench graves to ensure accountability of remains using DD Form 1079, *Interment/Disinterment Register*. Whenever personnel are conducting disinterment operations they will wear PPE, such as surgical masks, gloves, aprons, and other types IAW OSHA standards. (T-1). **NOTE:** If remains were contaminated, ensure proper re-supply of PPE and protective clothing is available for MACP personnel and worn as required. (T-1)

12.18.1. Once in the general area of the site, GPS, in conjunction with maps, will be used to determine the exact location of each row. Attempt to locate the markers that should have been placed at the beginning (head) of each row. (T-1)

12.18.2. The row may be opened from either end. Using a backhoe and digging with care, the operator will dig down approximately one and one half feet. Multiple rows may be opened simultaneously depending on available equipment. Remaining depth will be dug with hand tools so as not to mutilate the remains. Carefully remove dirt from all sides of the remains. Look for the tag attached to the outside of the HRP or shroud. (T-1)

12.18.3. Match the number on the tag to the DD Form 1079, *Interment/Disinterment Register*, processing number recorded during interment operations. (T-1)

12.18.4. If required, place the disinterred remains and HRP in a new HRP. (T-1)

12.18.5. If the HRP or shroud was not intact, the soil in the immediate area will be sifted for skeletal anatomy and PE. (T-1)

12.18.6. Complete the DD Form 1079, *Interment/Disinterment Register*, and prepare processing tag in the same manner as in interment operations. Attach this tag to the shroud or HRP. (T-1)

12.18.7. Place remains and HRP on a litter and remove them from the row or interment site. (T-1)

12.18.8. Evacuate the remains to the MACP for processing and further evacuation to the TMEP. (T-1)

12.18.9. After disinterment, the land will be restored to its original condition to the best possible extent. (T-1)

12.18.10. Report recovery through command channels to the Theater JMAO when all remains have been disinterred. (T-1)

### ***Section 12D—Contaminated Remains.***

**12.19. Contaminated Remains Overview.** This section provides instructions for handling contaminated human remains and the precautions to take to protect personnel involved in recovering and processing those remains. This instruction and Joint Pub 4-06, *Mortuary Affairs in Joint Operations* are not meant to replace the involvement of Chemical, Biological, Radiological, Nuclear (CBRN) experts in the decontamination process.

12.19.1. If remains are contaminated with CBRN agents, all efforts will be made to decontaminate them and return them through routine channels. The US Army, as the Executive Agent for Mortuary Affairs, has dedicated decontamination teams and is responsible to respond to all contamination events. They are responsible for decontamination and certification of remains as decontaminated prior to transport out of the AOR or OCONUS. For remains that cannot be decontaminated, protecting the health of service members and the public must take precedence over the rapid repatriation of remains. Temporary refrigerated storage or interment of those contaminated remains still posing a threat to public health is the recommended method of disposition, until safe handling procedures and materials can be identified for temporary interment policy, **paragraphs 12.14 through 12.18**. (T-1)

12.19.2. At the time of recovery, trained CBRN personnel (within the AF EM personnel are CBRN responders) or other specifically trained function (e.g. FES, EOD) will determine if a CBRN hazard exists and recommend appropriate PPE. If the hazard cannot be determined on an individual basis, all remains in the affected area will be treated as contaminated. (T-1)

**12.20. Handling Contaminated Remains.** Currently, Air Force role in this process is to perform temporary refrigerated storage or interment of remains, if it has been determined remains cannot be decontaminated. The Geographic Commander is the only authority to authorize or direct temporary interment. (T-1)

12.20.1. FSS representatives in the Emergency Operations Center (EOC) will request Army mortuary affairs decontamination team support from the theater forward headquarters and/or approval for temporary storage or interment. (T-1)

12.20.2. The Unit Control Center (UCC) will be informed that the handling operation for (chemically/biologically) contaminated remains is about to commence. Final approval will

be requested before beginning this operation. Follow UCC instructions in the event they direct alternative actions be taken. If the mortuary affairs or CBRN reconnaissance team members are uncertain as to whether or not remains have been chemically contaminated, treat them as if they are. (T-1)

12.20.3. In the event the Army cannot decontaminate remains or they cannot respond in a timely manner, FSS personnel will follow the process in [Table 12.1](#) (T-1)

12.20.4. If remains are identified, AFMAO will contact the PADD and inform them remains must remain in-theater due to contamination. (T-1)

12.20.5. Remains will be recoverable at a future date and returned to Port Mortuary, Dover AFB, DE for processing or to an interment site as directed by the Office of the Secretary of Defense and/or Joint Staff. (T-1)

**12.21. Contaminated Personal Effects.** Return of contaminated PE to the family is not guaranteed. In instances where the PE are contaminated and there is no effective way to decontaminate the substance (paper for example), these effects will be interred with the remains and the family informed of the situation by AFMAO mortuary staff. (T-1)

**Table 12.1. Contaminated Remains Handling**

1.	If remains cannot be decontaminated and approval has been obtained, the team chief will confirm with the Bioenvironmental Engineer in the EOC who will recommend appropriate PPE. Mortuary personnel, in appropriate PPE or MOPP 4, will examine remains for the presence of any weapons, ammunition or UXOs. Remains suspected to have UXOs must be reported to the CE representative in the EOC. Contaminated weapons will be double bagged and marked with contaminant information.
2.	Check the ensemble for BTB information and follow usual tag composition procedures – BTB name information, SSN and if transporting remains to the Mortuary Affairs Decontamination Collection Point (MADCP), the evacuation number.
3.	If medical personnel have not arrived, contact UCC about need to complete DD Form 2064 or other appropriate medical forms. Place all paperwork in sealed bag and place in inner HRP.
4.	Properly mark remains. Use the appropriate CBRN marking kit signs for inside and outside of the HRP if available. If marking kits are not available, place the letter “C” on the BTB information tags, to identify CBRN contamination. An adhesive “GAS” sticker or “Gas” sign with the suspected type of chemical agent used or affix a BIO marker from the marking kits for the type of suspected BIO agent the remains were exposed to if known. Attach one tag to the remains, one to the HRP, and complete DD Form 1077.
5.	Double-pouch remains. First, place remains into HRP, leaving clothing, gear (including helmets, vests, safety equipment or organizational equipment, including the chemical warfare defense ensemble) and PE on remains to aid in identification at the Port Mortuary . All items on the remains, except weapons, munitions, classified documents and hazardous material, are to be shipped with the remains. Then, place the first HRP into another HRP. HRPs will be contained in either sealed refrigerators or temporarily interred until Army decontamination units can attempt decontamination. Chemical, biological and radiological remains may need to be stored separately by contaminating agent. Biologically contaminated remains should be segregated as non-contagious pathogen, contagious pathogen or toxin. If remains cannot be decontaminated, consult the Office of Armed Forces Medical Examiner (AFME) or medical representative regarding obtaining a DNA specimen prior to temporary interment. Personnel collecting DNA specimen should be in MOPP4 if remains have not been decontaminated.
6.	Notify AFMAO, through the Component headquarters Services staff that remains cannot be decontaminated and will be temporarily interred. See <b>paragraphs 12.14. through 12.17.</b> for temporary interment instructions. AFMAO will contact AFMES and request they obtain a DNA specimen of remains.
7.	If temporary interment is necessary, CE will assist in site selection and site preparation. Contaminated remains must be buried 6 ½ feet deep.
8.	Temporary graves will be marked and 24-hour security provided.
9.	Accurately address the number and status of contaminated remains within daily SITREPs.
10.	Personnel collecting DNA specimen will be in MOPP 4 if remains have not been decontaminated.

**12.22. Health and Safety.** Safety is a major concern in all operations. Leaders must be aware of safety-related factors involving remains handling and ensure Operational Risk Management is integrated into processes and operations. Sanitation of the morgue and personnel should be constantly monitored. (T-1)

12.22.1. Sanitation. Gloves and ensemble will be decontaminated with M295 kits, M291 kits and/or 5% chlorine solution after handling contaminated remains or articles and then rinsed in clear water solution. To minimize possible transfer hazards, mortuary affairs personnel must be aware of symptoms of early exposure that would indicate cross contamination from remains or PE. If not already known, obtain this information from the CE representative in the EOC. (T-1). NOTE: In case of biological attack, these symptoms may not show up for hours, days or even weeks due to toxins or pathogens. In the event of cross contamination, immediately take appropriate self-aid/buddy care (SABC) actions and report the onset of any of these symptoms to the mortuary team leader, and in case of biological exposure, contact the medical treatment center for further instructions. The morgue will be disinfected daily or as needed, by mopping the floor and wiping down tables with hot water and cleaning solutions. (T-1)

12.22.2. Heat Stress. Heat stress is a vital aspect when working in the morgue. Supervisors must watch for signs of heat injury as discussed in AFMAN 10-100, *Airman's Manual*. (T-1)

12.22.3. Work and Rest Cycles. Once personnel reach their maximum workload for heat stress, they cannot recover quickly enough to accomplish the mortuary mission. (T-1)

12.22.4. Lifting Requirements. Personnel must follow proper lifting techniques when moving remains. Each individual will not lift more than 75 pounds. They will be instructed on how to lift with their legs, not their back. Use a back-belt when strenuous lifting occurs. (T-1)

12.22.5. Blood-Borne Pathogens. During the handling of remains, care is taken to avoid exposure to blood or body fluids. Rubber gloves, aprons, surgical masks, and eye protection must be worn when working with remains. If contact is made, wash the area immediately with disinfectant or soap solution. (T-1)

**Table 12.2. Decontamination Supplies and Equipment**

<b>Equipment</b>	<b>Minimum Required</b>
M8 paper	10 Books
M295 Kit	10 Each
M291 Kit	10 Each
Industrial/medical scissors (high strength, sharp)	Two (2) Pair
CBRN Marking Kit	One (1) Kit
Adhesive "GAS" markers	25 Sheets
CBW rubber gloves (5 small, 5 medium, 5 large)	15 Pair
Undiluted bleach (or equivalent 5% chlorine solution)	25 Gallons
Containers (buckets) for hand decontamination and rinse operations	5
Container (barrel) for temporary storage of used protective masks	1
Hazardous Waste Bags	100 Each

BIO and GAS Stickers	100 Each
Boxes of plastic bags	200 Bags

12.22.6. Exposure Symptoms Awareness. Mortuary affairs personnel must be aware of symptoms of early exposure to CBRN contaminants and Explosive Hazards (EH) and the steps needed to mitigate their exposure (AFMAN 10-100, *Airman's Manual*). (T-1)

12.22.7. Control/Disposal of Contaminated Waste. CBRN attacks can generate significant quantities of contaminated waste. Contaminated items could include PPE and field gear, M8 and M9 paper, components of the M291 and M295 decontamination kits, contamination avoidance covers and bulk plastics, and personal equipment. Mortuary personnel will collect contaminated items, double wrap, mark as contaminated, and store-contaminated items in a closed container. CE Readiness personnel will determine if they can be reused. Do not automatically dispose of any items. FSS will work with CE to develop specific procedures for handling and disposing of contaminated waste as part of their Base Support plans. (T-1)

12.22.8. Briefings. Personnel involved in contingency mortuary operations must receive intervention from the DMH Team IAW AFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*, prior to returning to their regular duties. (T-1)

**12.23. Required Supplies and Equipment.** To prevent contamination of personnel during limited handling and movement of contaminated remains, the MACP will have as a minimum the amounts and types of CBRN defense equipment in **Table 12.2**. Additional MOPP 4 outer garments may be required for the handling and processing of contaminated remains and for S&R operations. With the increased terrorist threat, MOPP 4 protective gear will need to be made available for MACP and S&R operations at home station as part of the installation Bio-Defense Base Plan. (T-1)

## Chapter 13

### FAMILY ASSISTANCE REPRESENTATIVE FOR FAMILIES OF DECEASED AIRMEN

#### 13.1. Introduction

13.1.1. Introduction. The Family Assistance Representative (FAR) is part of a greater team that assembles to provide maximum support and assistance to a family who has lost an Airman. His or her primary role is to be a facilitator of support between the Air Force and the family, acting as a liaison to seek subject matter experts (SMEs) to address family needs that may include resources, services or information. They are a trusted and compassionate military presence at a very devastating time in a family's lives.

13.1.2. Philosophy. The FAR is based upon the three tenets: Care, Service, and Support. Care for families begins with empathy and extends to ensuring that the physical, emotional, and spiritual needs of families are attended to, to the greatest extent possible. Service is ensuring the coordination of suitable resources for the greatest effect in assisting individual families, without substituting as subject matter expert. Support incorporates care and service, and adds compassion, empathy and sustenance to all assistance delivered.

#### 13.2. Key Personnel In The Delivery Of Services

13.2.1. Air Force Mortuary Affairs Operations/Mortuary Affairs Division (AFMAO/MA). AFMAO provides guidance, consultation and training products to installation Mortuary Officers who have mortuary affairs mission execution responsibilities. (T-1)

13.2.1.1. AFMAO assists in all situations requiring multiple FAR assignments where assistance is needed from installations other than the home station of the fallen Airman. (T-1)

13.2.2. Installation Commander. The installation commander, or senior Air Force officer within the joint base organizational structure, who will act as the installation commander for the purposes of mortuary affairs in this chapter, will ensure that a FAR is assigned in all cases that originate within a unit located on their installation, to include tenant units and detachments. (T-1)

13.2.3. Home Station Unit Commander. The unit commander of a fallen Airman chooses and recommends to the installation Mortuary Officer the name of a unit member selected to serve as the FAR, and ensures that individual is placed on TDY orders, as necessary. The primary concern for the unit commander is to ensure that the assigned FAR is emotionally and mentally mature enough to assist the family, and meets the criteria outlined in **paragraphs 13.3.4 through 13.3.7** (T-1)

13.2.4. Family Assistance Representative (FAR). The FAR is assigned to assist the PADD and the PNOK of an active duty Airman. He or she will reach out to subject-matter-experts (SMEs) who will correspond directly with the family member to respond to their questions or concerns. The FAR's primary responsibility is to help insure the family's immediate needs are met by identifying resources available for their individual circumstances. (T-1)

13.2.5. Installation Mortuary Officer. The Mortuary Officer is responsible for accepting the unit commander's recommended FAR, and generating that individual's special appointment orders. The Mortuary Officer, or designee, will ensure the requisite training is provided and ensure background regarding the deceased's information and family construct/dynamics, is provided prior to the FAR being introduced to the family to which they have been assigned to assist. The Mortuary Officer is also responsible for providing assistance and supervision to the FAR for the duration of his or her assignment. (T-1)

13.2.5.1. The Mortuary Officer, or designee, will ensure the FAR is provided with a folder of printed materials designed to assist him or her with FAR duties: a copy of this chapter, including all attachments; the FAR Quick Reference Guide, and a FAR Brochure that is to be given to the assigned family. These resources can be found on AFMAO Sharepoint. (T-1)

13.2.5.2. The Mortuary Officer will send a Completion of Family Assistance Representative Duties letter to the PNOK/PADD supported by the appointed FAR. Letter and training products can be found on AFMAO Sharepoint. (T-1)

13.2.6. Installation Mortuary Affairs Technician. The Mortuary Tech assists the Mortuary Officer in the execution of his/her duties, and will execute duties as assigned with regard to FAR appointment and training. The Mortuary Tech creates the deceased's mortuary case file and will ensure the FAR log of events is included when closed out. (T-1)

13.2.7. Casualty Assistance Representative (CAR). Executes his or her duties in accordance with AFI 36-3002, *Casualty Services*, and will be available to the FAR should the family have questions regarding casualty benefits and entitlements. When possible, the FAR will partner with the CAR to support the PADD/PNOK as a team. (T-1)

13.2.8. Military Support Agencies. There are many different support agencies that exist on any given installation and within local communities. The FAR should have a working knowledge of the role of those agencies at his or her installation. Some examples of these organizations include the Mental Health Clinic, Chaplains Corp, and the Airman and Family Readiness Center. (T-1)

### **13.3. Air Force Family Assistance Representative (FAR) Program Service Delivery**

13.3.1. Program overview. The FAR is a key conduit for interactions between the Person Authorized to Direct Disposition (PADD) of a deceased Airman and any agencies or organizations with which the family needs assistance. The primary concern for a FAR is the well-being of the family to which they have been assigned. *NOTE:* If the PADD is not the PNOK, then a second FAR may be appointed. (T-1)

13.3.2. Persons eligible to be assigned a FAR. All family members who are eligible to receive benefits or entitlements, as a result of the loss of an Airman, are eligible to be supported by a FAR. However, efforts will be made to assign only one FAR, as the intention of the FAR program is to provide continuity of information. Multiple FARs assigned can result in unintended complications and confusion as a result of increased communication conduits. (T-1)

13.3.3. When to appoint a FAR. Appoint a FAR to the PADD/PNOK for Airmen who are eligible IAW Section 2 of this instruction. (T-1)

13.3.4. Selecting a FAR. The overarching consideration for selecting a FAR will be on the basis of the individual's maturity and capacity to assist the family of a fallen Airman. It is highly recommended that caution be exercised in assigning a FAR who has close ties to the deceased member or their family, due to the possibility that they may also be traumatized by the death of the Airman, which can impede their ability to perform FAR duties effectively. Leadership is responsible for ensuring that the FAR is watched closely for burn out or any other signs of mental or emotional deterioration. Guidelines and considerations for FAR selection:

13.3.4.1. Rank or civilian grade. Where practical, and at the discretion of the unit commander, the FAR should hold the rank of E-7 or higher for enlisted personnel; an officer of equal or greater rank for commissioned personnel. In the rare instance that a DoD civilian would perform these duties, their grade should be commensurate with or greater than that of the deceased member. (T-1)

13.3.4.2. Availability. Appointed personnel will be released from regular mission responsibilities in order to perform FAR duties full-time. FARs often assist families outside normal business hours and should be able to make the appropriate time commitment. Any personnel considered to serve as a FAR should not be scheduled for leave, deployment, TDY or PCS move. (T-1)

13.3.4.3. Career field. Whenever possible, the FAR will hold the same AFSC and type of job as the deceased Airman. If an Airman meeting the career field requirements, within the appropriate grade requirements, is not available, a member from within the squadron but different flight should be sought. (i.e. If the fallen is EOD, the FAR should come from EOD flight or another flight within the CES). (T-1)

13.3.4.4. Volunteers. It is encouraged to only use volunteers to serve as a FAR. In the absence of a volunteer, a FAR will be appointed. (T-1)

13.3.4.5. Leadership. Commanders and First Sergeants will not serve as FAR as their responsibility is to the unit as a whole. (T-1)

13.3.5. Assigning a FAR. FARs should be identified within 12-hours of notification of an Air Force active duty death; orders and training should be completed within 24-hours of the FAR being identified. (T-1)

13.3.5.1. Notification of assignment. All efforts will be made to include the assigned FAR in the Initial Death Message. The initial death message and all supplemental messages will be sent to the AFMAO/MA organizational e-mail box ([afmao.ma@us.af.mil](mailto:afmao.ma@us.af.mil)). The following FAR information will be included in, or updated in the initial/supplemental death message(s):

13.3.5.1.1. Name and Rank.

13.3.5.1.2. Base and unit of assignment.

13.3.5.1.3. Duty phone number.

13.3.5.1.4. Cell phone number.

13.3.5.1.5. Date assigned.

13.3.5.2. Introducing the FAR. The Mortuary Officer will apprise the PADD of the role of a FAR and insure that they wish to be assigned a FAR. Once this has been determined, the Mortuary Officer will provide the name and rank of the FAR, and let the PADD know they will receive an introductory call from the FAR. *NOTE:* If PADD is not PNOK and second FAR is appointed, Mortuary Officer should also contact PNOK. (T-1)

13.3.5.3. FAR connection with the family. Face-to-face contact with the family will begin on or about the same time as the CAR's initial outreach, but will be dictated by the family's needs. Ideally, the FAR and the CAR will meet the family together. It is discouraged for the FAR to meet with family members alone. (T-1)

13.3.6. Training Requirements. Training is divided into two categories: Annual Awareness training and Just-in-Time (JIT) training, both of which can be found on the AFMAO Sharepoint site. All training will be conducted in accordance with this guidance as follows:

13.3.6.1. Leadership training requirements. The FSS will facilitate FAR Annual Awareness training for Wing, Group and Squadron Commanders, Chiefs, First Sergeants. (T-1)

13.3.6.1.1. The FSS may provide face-to-face Annual Awareness training, or they may elect to provide the power point presentation, or other subsequent training provided by AFMAO/MA, via electronic distribution. (T-1)

13.3.6.2. FAR training requirements. JIT training will be provided to newly appointed FARs by the Mortuary Officer or Mortuary Tech within 24-hours of being identified as the FAR for an active duty death. In addition to JIT training, a printable FAR Quick Reference Guide and FAR Brochure can be found on the AFMAO Sharepoint site. The FAR Quick Reference Guide will serve as a tool to enhance the performance of FAR duties; the customizable FAR Brochure will help the assigned family member(s) understand the role of a FAR, as well as provide important contact information (See **Attachments 10, 11, and 12**). (T-1)

13.3.6.2.1. The Mortuary Officer should provide the FAR with basic information about the deceased, if not previously known to the FAR, and apprise of any known family dynamics. (T-1)

13.3.6.3. Content of Training. Mandatory FAR Annual Awareness training is specifically designed to provide installation leadership with the basic knowledge of the proper methods of identifying and appointing an appropriate FAR for a deceased Airman. The installation Mortuary Officer will make revisions and additions as needed to address specific local conditions. JIT training will prepare the appointed FAR with the required instructions needed to assist the family; JIT training will include local resource and case-specific information. (T-1)

13.3.7. Duties and Responsibilities of the FAR. FARs should have a basic understanding of the various functional specialists' areas of expertise without trying to become experts themselves, and to seek out the appropriate SMEs for thorough answers to any specific questions families might have. Below is a list of common duties and responsibilities of a FAR after the initial introductions have been made:

13.3.7.1. Coordinating assorted services. The FAR will assist the PADD/PNOK in coordinating the delivery of entitlements, special pay or benefits available to them by ensuring the family is connected with the appropriate agencies' SMEs. The FAR will assist the PADD/PNOK with any other necessary services, resources or information that can assist during a very difficult time, while also attempting to anticipate future needs they may require. (T-1)

13.3.7.2. Funeral/unit memorial arrangements. The appointed FAR may be present during funeral or memorial services planning, if requested by the PADD, to take notes that may be of assistance to the family. (T-1)

13.3.7.2.1. The FAR, along with other personnel from the home station unit of the fallen Airman, will provide logistical support to family members that travel to the losing installation for the installation/unit memorial service. This support may include providing transportation in government vehicles from and to the airport and setting up lodging arrangements. (T-1)

13.3.7.3. Utilization of the FAR Quick Reference Guide. The FAR will comply with the checklist and maintain a detailed, daily log of events found in the FAR Quick Reference Guide. (T-1)

13.3.7.3.1. Upon completion of FAR duties, the FAR will complete the After Action Report, also found in the FAR Quick Reference Guide, to identify areas of concern for the family, lessons learned, and other process improvements related to the performance of FAR duties ( i.e. shifts in family dynamics, FAR training and preparation, outstanding issues, etc.). The FAR will turn in all paperwork associated with the FAR Quick Reference Guide in to the Mortuary Officer to be included in the mortuary case file. (T-1)

13.3.8. When the FAR should seek assistance. There are numerous situations that may arise that the FAR is not able to adequately address. For example, the needs of the FAR or family become too great to handle without additional assistance; unforeseen situations arise which prevent the FAR from being able to adequately continue their duties and responsibilities; the duty becomes too emotionally taxing for the FAR, etc. In such cases, the FAR should contact his or her commander and/or the installation Mortuary Officer for guidance.

13.3.9. FAR duties **NOT** authorized. FARs s **WILL NOT** be responsible for personally performing the following types of assistance:

13.3.9.1. Counsel. Grief, bereavement or other types of counseling are not the FARs area of expertise. Rather, the FAR will alert the Mortuary Officer that such care is needed or requested at the local level. The Mortuary Officer may consult with the Air Force Families Forever (AFFF) program manager to determine available resources for family members who are not eligible for military benefits (i.e. are not in DEERS and do not have access to military support networks). (T-1)

13.3.9.2. **Sign documents or make legal decisions.** The FAR will never make funeral or memorial service arrangements, or sign any documents on behalf of the PADD/PNOK. (T-1)

13.3.9.3. Perform misc. chores. Housekeeping, cleaning, babysitting, cooking or other household chores should not be performed by the FAR. The FAR should instead coordinate assistance from unit volunteers or other support elements to meet these needs. (T-1)

13.3.9.4. Provide transportation in their POV. All efforts will be made to utilize a GOV or rental vehicle for the transport of family members to military offices or appointments, and only if requested by the family. (T-1)

13.3.9.5. Handle media requests. If the family receives requests from media for interviews, etc. the FAR will seek the assistance of the installation Public Affairs office for support and advice concerning the handling of the press. (T-1)

13.3.9.6. Make promises or commitments. A FAR should never put themselves in the position of making promises or commitments, and should always consult leadership when in doubt. They should seek assistance from SMEs who will provide answers to questions raised by family members. (T-1)

13.3.10. When a FAR Should Terminate Services. The general timeline for a FAR to fulfill his or her duties is approximately two weeks from the date of death, this allows time for funeral services and the installation memorial service, if held, to be completed, and benefits counseling accomplished. For ANG Traditional Guardsmen deaths (typically not on active duty orders), the general timeline for FAR commitment is seven (7) days. If additional time is requested beyond 7 days, please contact NGB/A1S for further guidance. (T-1)

13.3.10.1. There are cases when a FAR may be required to be available for longer periods of time, such as when an investigation is pending completion, or in complex cases where extra assistance is needed. Even then, contact with the family may be intermittent and by phone. (T-1)

13.3.10.2. The duration of the FAR assignment will be determined by the Installation MO, who will then send the Completion of Family Assistance Representative duties letter, found on the AFMAO Sharepoint site, to the affected PADD/PNOK. Before the FAR discontinues his or her services or outreach, he or she will ensure that this letter has been mailed. (T-1)

#### **13.4. SPECIAL CIRCUMSTANCES**

13.4.1. Overview. There are certain circumstances that require additional support beyond that identified to this point in this chapter. The Mortuary Officer will ensure the FAR is available, in person, to support the PADD/PNOK, as applicable, under the following circumstances:

13.4.2. PADD geographically separated from the installation of the deceased permanent duty assignment. (T-1)

13.4.2.1. The Mortuary Officer will approve mortuary funding for travel orders for the Family Assistance Representative to travel to support the PADD for the following circumstances:

13.4.2.1.1. To the location of the PADD to provide direct support and marshal assistance. If the PADD is other than the PNOK, the FAR will ensure daily contact with the PNOK to address their requirements of assistance, unless support is declined

as outlined in paragraph 13.2.10.4. or the unit commander may appoint another FAR to provide assistance to the PNOK. If a second FAR is appointed, they will ensure daily coordination with each other to ensure continuity in the message conveyed with all affected family. (T-1)

13.4.2.1.2. Be present for the delivery of the Personal Property/Personal Effects, if requested to be present by the Person Eligible to Receive Effects (PERE). The Mortuary Officer will need to advise the FAR, when this support is requested by the PERE and coordinates with the Summary Courts Officer to ensure the FAR is presence for delivery. (T-1)

13.4.3. Deaths Occurring in Theaters of Combat Operations. In cases where an Airman dies in a declared Combat Theater of Operations and the remains are returned through Dover AFB, DE, there are key responsibilities for a FAR that do not exist in other deaths:

13.4.3.1. FAR assignment for a Dignified Transfer (DT). When a FAR is assigned to a family where the PNOK elects travel to Dover AFB, DE to witness the DT of a fallen Airman, the FAR is authorized and expected to travel with the family or if geographically separated, meet the family upon arrival in the Dover AFB, DE area. In this case, it is essential that the FAR be assigned and trained expediently prior to travel. (T-1)

13.4.3.2. FAR travel to Dover AFB, DE. AFMAO/MA will arrange travel for the family and FAR. If the FAR and family are geographically co-located, the FAR will coordinate travel for he/she, along with the family, to the airport. If the FAR and family are geographically separated, the FAR should meet the family at a connecting airport if possible. In the latter case, the FAR needs to locate the family and remain with them for the rest of the journey to Dover AFB, DE. The FAR will be responsible for handling interactions with airport staff and communication with AFMAO/MA, if complications arise. The FAR will contact the AFMAO/MA case manager prior to departure to ensure communication is established to seamlessly complete the trip to Dover AFB, DE from area airports or address issues that may arise during travel. (T-1)

13.4.3.3. FAR responsibilities while at Dover AFB, DE. While at Dover AFB, DE, the FAR will attend to the family's needs to the extent desired by the family. The FAR will not act as an intermediary between the family and AFMAO staff. The FAR will be required to transport families within the local area for meals and other needs with a government vehicle provided by AFMAO, as available. The FAR must have a GOV driver's license and a state-issued civilian driver's license in his or her possession. The FAR will be directed by AFMAO for further requirements as they arise on a case-by-case basis. (T-1)

13.4.4. Duty Status – Whereabouts Unknown (DUSTWUN)/Missing in Action (MIA). A FAR may be assigned, at the discretion of the installation Mortuary Officer, in cases where the whereabouts of a member is unknown, or determined to be missing in action or detained. The FAR, in these cases, may be present as the family is provided the most up-to-date information, as well as provide support as needed. (T-1).

DANIEL R. SITTERLY  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, U.S.C., Section 985, 1481, 1482, 1483, 1485, 1486, 1487, 1490 and 1491

Title, 38, Sections 2402 and 2411

JFTR, , *Uniformed Service Members and DoD Civilian Employees*, 1 October 2014

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DoDI 1300.15, *Military Funeral Support*, 22 October 2007

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AFMAN 10-100, *Airman's Manual*, 1 June 2004

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AFI 32-9001, *Acquisition of Real Property*, 27 July 1994

AFI 32-9004, *Disposal of Real Property*, 21 July 1994

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 33-364, *Records Disposition - Procedures and Responsibilities*, 22 December 2006

AFI 34-204, *Property Management*, 27 Aug 2004

AFI 34-511, *Disposition of Personal Property and Effects*, 7 June 2011

AFPAM 34-504, *Escorting Deceased Air Force Military Personnel*, 11 April 2011

AFMAN 34-240, *Food Service Program Management*, 2 May 2005

AFMAN 34-310, *Non-Appropriated Fund Personnel Program Management and Administration Procedures*, 28 September 2011

AFI 34-1101, *Air Force Warrior and Survivor Care*, 21 June 2012

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2226, *Combat Arms Program*, 22 February 2009

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*, 18 July 2014

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

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AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*, 29 May 2014

AFI 47-101, *Managing Air Force Dental Services*, 20 February 2014

AFI 48-145, *Occupational and Environmental Health Program*, 22 July 2014

AFI 64-102, *Operational Contracting Program*, 9 October 2014

AFI 64-117, *Air Force Government-wide Purchase Card Program*, 20 September 2011

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AFI 91-204, *Safety Investigations and Reports*, 12 Feb 2014

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AMCI 24-101 V11, *Military Airlift – Cargo and Mail Policy*, 11 April 2013

STANAG 2070, *NATO Standardization Agreement for Emergency War Burial Procedures*

AS 405, *Funeral Service Organizational Support Equipment*

TO 00-80-F-2, *Inspection and Maintenance Instruction, Case, Transfer, Human Remains*

TO 00-105E-9, *Emergency Rescue and Mishap Response Information*

USAFAI 34-242, *Using the USAF Academy Cemetery*, 2 May 2012

USPHS Regulation 71.157, *Dead Bodies in the Foreign Quarantine Manual of Operations*  
48 CFR 237.7000-7004, Code of Federal Regulation

***Prescribed Forms:***

AF Form 57, *Mortuary Guide*

AF 507, *Agreement of Burial*

AF Form 970, *Statement of Disposition of Remains*

AF Form 1946, *Honor Guard Checklist*

AF Form 1947, *Escort Report.*

***Adopted Forms:***

AF Form 49, *Application for MPA Man-Day Tour*

AF Form 137, *Footprint Record*

DD Form 565, *Statement of Recognition of Deceased*

AF Form 593, *Interment Record Base Cemetery*

AF Form 697, *Identification Findings and Conclusions*

AF Form 969, *Request for Payment of Dependent and Retiree Transportation Expenses*

AF Form 1122, *Personal Property Inventory*

AF Form 1801, *Post Mortem Dental Record (privacy act)*

AF Form 1802, *Ante Mortem Dental Form*

AF Form 1803, *Dental Identification Summary Report*

CJMAB Form 1, *Disposition of Remains Election Statement Initial Notification of Identified Partial Remains*

CJMAB Form 3, *Disposition of Remains Election Statement Notification of Subsequent Identified Partial Remains*

CJMAB Form4, *Election for Air Transportation of Remains from a Theater of Combat Operations*

CJMAB Form 8, *Disposition of Organs Retained for Extended Examination*

DD Form 894, *Record of Identification Processing Finger Print Chart*

DD Form 1075, *Convoy List of Remains of Deceased Personnel*

DD Form 1076, *Record of Personal Effects of Deceased Personnel*

DD Form 1077, *Collection Point Register of Deceased Personnel*

DD Form 1079, *Interment/Disinterment Register*

DD Form 1131, *Cash Collection Voucher*

DD Form 1300, *Report of Casualty*

DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*

DD Form 2062, *Record of Preparation and Disposition of Remains (Outside CONUS)*

DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*

DD Form 2064, *Certificate of Death Overseas*

DD Form 2065, *Disposition of Remains - Reimbursable Basis*

VA 27-2008, *Application for United States Flag for Burial Purposes*

VA Form 40-1330, *Claim for Standard Government Headstone or Marker*

Standard Form 1034, *Public Voucher for Purchases and Services Other than Personal*

Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

### ***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**AEF**—Air and Space Expeditionary Force

**AFB**—Air Force Base

**AFFF**—Air Force Families Forever

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFIP**—Armed Forces Institute of Pathology

**AFIRB**—Armed Forces Incident Review Board

**AFMAN**—Air Force Manual

**AFMAO**—Air Force Mortuary Affairs Operations

**AFMAO/MA**—Air Force Mortuary Affairs Operations, Mortuary Affairs Division

**AFMAO/PM**—Air Force Mortuary Affairs Operations, Port Mortuary Branch

**AFSVA**—Air Force Services Activity

**AFMES**—Armed Forces Medical Examiner System

**AFO**—Accounting and Finance Officer or Accounting and Finance Office

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSAT**—Air Force Security Assistance Training Squadron, Training Operations

**AGR**—Active Guard Reserve

**AMC**—Air Mobility Command

**ANC**—Arlington National Cemetery

**ANG**—Air National Guard

**AOR**—Area of Responsibility  
**AP3**—Authorized Provider Partnership Program  
**APF**—Appropriated Fund  
**ARC**—Air Reserve Component  
**AS**—Allowance Standard  
**ATOC**—Air Tactical Operations Center  
**AU**—Air University  
**AWOL**—Absent Without Leave  
**BNR**—Body Not Recovered or Body Not Recoverable  
**BPA**—Blanket Purchase Agreement  
**BTB**—Believed-to-Be  
**CA**—Combat Arms  
**CAR**—Casualty Assistance Representative  
**CBRN**—Chemical, Biological, Radiological and Nuclear  
**CCP**—Casualty Collection Point  
**CE**—Civil Engineer  
**CFETP**—Career Field Education and Training Plan  
**CFR**—Code of Federal Regulation  
**CJMAB**—Central Joint Mortuary Affairs Board  
**CMAOC**—Casualty and Mortuary Affairs Operations Center (Army)  
**CMAS**—Command Man-Day Allocation System  
**CONUS**—Continental United States  
**CSAF**—Chief of Staff of the Air Force  
**CTO**—Commercial Travel Office  
**DAFC**—Department of the Air Force Civilian (Employees)  
**DAO**—Defense Attaché Office  
**DCIPS**—Defense Casualty Information Processing System  
**DEERS**—Defense Eligibility Enrollment Reporting System  
**DFARS**—Defense Federal Acquisition Regulation Supplement  
**DFAS**—Defense Finance and Accounting Service  
**DGSC**—Defense General Supply Center  
**DNA**—Deoxyribonucleic Acid

**DMH Team**—Disaster Mental Health Team (replaced Traumatic Stress Response Team (TSRT))

**DO**—Director of Operations

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DSN**—Defense Switched Network

**DTS**—Defense Travel System

**DUSTWUN**—Duty Status – Whereabouts Unknown

**EOC**—Emergency Operations Center

**EOD**—Explosive Ordnance Disposal

**FAR**—Family Assistance Representative. Replaces the term FLO in Mortuary Affairs

**FSRT**—Fatality Search and Recovery Team

**FSS**—Force Support Squadron

**FSS/RA**—FSS Resource Advisor

**GPC**—Government Purchase Card

**GPS**—Global Positioning System

**HRP**—Human Remains Pouch

**HQ AFPC**—Headquarters Air Force Personnel Center

**HQ USAF/A1S**—Headquarters Air Force, Director of Services

**AF/A33**—Headquarters Air Force Director of Current Operations

**AF/A300**—Headquarters Air Force, Air Force Operations Group

**AF/CVA**—Assistant Vice Chief of Staff and Director of the Air Force

**AF/A4C**—Headquarters Air Force, Office of Civil Engineer

**IAW**—In Accordance With

**ID**—Identification

**IMET**—International Military Education and Training

**ISOPREP**—Isolated Personnel Report

**ITO**—Invitational Travel Order

**JFTR**—Joint Federal Travel Regulation (see also JTR)

**JIT**—Just in Time

**JP**—Joint Publication

**JPAC**—Joint POW/MIA Accounting Command

**MAJCOM**—Major Command

**MACP**—Mortuary Affairs Collection Point  
**MFH**—Military Funeral Honors  
**MFRC**—Mass Fatality Reporting Cell  
**MIA**—Missing-in-Action  
**MO**—Mortuary Officer  
**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**MPA**—Military Personnel Appropriation  
**MPF**—Military Personnel Flight  
**MTF**—Medical Treatment Facility  
**NAF**—Non-appropriated Fund  
**NAFI**—Non-appropriated Fund Instrumentality  
**NCOIC**—Non Commissioned Officer-in-Charge  
**NMI**—No Middle Initial  
**NOAA**—National Oceanic and Atmospheric Administration  
**NOK**—Next of Kin  
**NSN**—National Stock Number  
**O&M**—Operation and Maintenance  
**OCONUS**—Outside the Continental United States  
**OI**—Operating Instruction  
**OIC**—Officer-in-Charge  
**OPLOC**—Operating Location  
**OPR**—Office of Primary Responsibility  
**PACAF**—Pacific Air Forces  
**PADD**—Person Authorized to Direct Disposition of Remains  
**PAS**—Pre-award Survey  
**PCS**—Permanent Change of Station  
**PE**—Personal Effects  
**PERE**—Person Eligible to Receive Effects  
**PERSCOM**—Personnel Command (ARMY)  
**PHS**—Public Health Service  
**PNOK**—Primary Next of Kin

**POC**—Point of Contact  
**POV**—Privately Owned Vehicle  
**POW**—Prisoner of War  
**PPE**—Personal Protective Equipment  
**PWS**—Performance Work Statement  
**QAE**—Quality Assurance Evaluator  
**ROTC**—Reserve Officer Training Corps  
**S&R**—Search and Recovery  
**SAF**—Secretary of the Air Force  
**SAF/PA**—SAF for Public Affairs  
**SAR**—Search and Rescue  
**SecAF**—Secretary of the Air Force  
**SCO**—Summary Courts Officer  
**SF**—Security Forces; Standard Form  
**SIB**—Safety Investigation Board  
**SJA**—Staff Judge Advocate  
**SME**—Subject Matter Expert SNOK – Secondary Next of Kin  
**SOP**—Standard Operating Procedure  
**SSAN**—Social Security Account Number  
**STANAG**—Standardization Agreement (NATO)  
**SVORA**—Plans and Force Management Reserve Affairs  
**TA**—Table of Allowance  
**TAFMSD**—Total Active Federal Military Service Date  
**TAPS**—Tribute Assistance Planning System  
**TDY**—Temporary Duty  
**USAFA**—United States Air Force Academy  
**USAFE**—United States Air Forces in Europe  
**USCG**—United States Coast Guard  
**USO**—United Service Organization  
**UTC**—Unit Type Code  
**UXO**—Unexploded Ordinance  
**VA**—Veterans Administration

**VCS**—Vice Chief of Staff

*Terms*

**Accoutrements**—Those belongings worn on the person (such as jewelry, rings, watches, tiepins, and similar items).

**Port Mortuary, Dover AFB, DE**—Mortuary staffed by licensed embalmers and funeral directors located at Dover AFB, DE. The staff processes or prepares, dresses, caskets, inspects and ships remains to destination. The staff also serves as the primary and alternate installation Mortuary Officers for local eligible deaths.

**Authorized Partnership Provider Program (AP3)**—To support the military honors mission, Congress has provided for the Authorized Provider Partnership Program. As authorized by law, AP3 allows members of veterans' and other organizations to participate with the Armed Forces in providing Military Funeral Honors. In addition, these volunteers will be reimbursed for their expenses as amplified in guidance from the Acting Assistant Secretary of Defense (Force Management Policy). 10 U.S.C. Section 1491 authorizes the civilian augmentation (i.e., authorized providers) of the Armed Forces for Military Funeral Honors (MFH) performance. Military Funeral Support, DoD Instruction 1300.15, authorizes inclusion, training, and reimbursement of expenses for the authorized providers.

**BNR**—An abbreviation (body not recovered) that is used after terminating extensive search and recovery efforts and the Air Force cannot recover the remains.

**Burned**—Remains exposed to heat resulting in first, second, or third degree burns.

**Capital Crime**— Any criminal charge which is punishable by the death penalty.

**Casket**—The Armed Services uses an 18-gauge metal sealer, cut top casket, and a solid hardwood casket, cut top casket.

**Charred**—Remains exposed to prolonged heat (fourth-degree burns) resulting in extensive loss of tissue and anatomical parts.

**Chemical Preservative Preparations**—Arterial, cavity, and other embalming chemicals used in the treatment of all remains under this contract shall effect the maximum preservation and disinfection of all body tissues, including those associated with body cavities (internal organs).

**Class A Mishap**— a noncombat accident that results in a death, a permanent total disability, or damage of at least \$1 million.

**Commingled Remains**—The remains of two or more individuals whose anatomical structures are intermingled.

**Contract Funeral Home**—A facility engaged under contract to provide mortuary services in accordance with a statement of work.

**Cremated Remains**—The remaining bone fragments after the cremation process is completed.

**Cremation**—The technical heating process that reduces human remains to bone fragments. The reduction takes place through combustion and evaporation.

**Cremation Chamber**—The enclosed space within which the cremation process takes place. Cremation chambers covered by these procedures will be used exclusively for the cremation of human remains.

**Crematory Authority**—The legal entity or the authorized representative of the legal entity who conducts the cremation.

**Crematory or Crematorium**—The building that houses the cremation chamber.

**Decedent**—A deceased person.

**Decomposed Remains**—Remains in an advanced state of putrefaction.

**Defense Eligibility Enrollment Reporting System (DEERS)**— The DoD system to track eligibility of military member and their dependents.

**Dependents**— An individual whose relationship to the sponsor leads to entitlement to benefits and privileges, if not prohibited by statute. See [Table 4.3](#) for a complete list of bona fide dependents. *NOTE:* A stepparent-stepchild relationship is terminated by the divorce of the blood parent from the stepparent.

**Deter**—An abbreviator word used on death messages that is a temporary designation of status of remains that will be used when the reported person is dead, but the Air Force has not made a final determination as to the status of the remains.

**Dismembered Remains**—Remains from which the head is decapitated, partially decapitated and/or any one or all upper and lower extremities or portions thereof have been traumatically separated from the torso.

**Exposure Control Plan**— A written action plan that specifies precautionary measures taken to manage and minimize potential exposure to bloodborne pathogens in the workplace.

**Extra**—An abbreviator word used on death reports. Use this designation when none of the other conditions apply. Examples are burial outside CONUS, as directed by the PADD, contagious disease or other reasons requiring immediate burial at the place of death or group burial.

**Fatality Search & Recovery Team (FSRT)**— The FSRT is an embedded modular stand-alone ANG capability. The primary mission of the FSRT is to provide incident response capability to recover chemical, biological, and radiological contaminated human remains and their associated personal effects and transfer fatalities to designated collection points within the incident site. This mission is in support of the National Guard CBRNE Enhanced Response Force Package (CERFP) commander's mission in either a stand-alone capability or as support to the on-scene civilian human remains collection element. The FSRT organization is made up of two units consisting of a two-person command and control team (RFSRR) and a nine-person search and recovery team (RFSRT).

**Funeral Home or Mortuary**—A facility designed and equipped to provide care/preparation for deceased human remains.

**Government Cemetery**—A cemetery that is under the jurisdiction of the state or federal government such as state and national cemeteries.

**Group Burial/Interment**—The burial or interment of commingled remains that cannot be individually identified by the convening medical authority or the Joint POW/MIA Accounting

Command (JPAC), to specific persons involved in a common incident. There must be at least one Airman that died in the incident whose individual identified remains are incomplete. Or there was at least one Airman involved in the incident and none of the remains have been identified to the Airman, thereby resulting in the inability to exclude the likelihood that a portion or portions of the Airmen remains are incorporated in the unidentifiable commingled remains.

**Hardwood Casket**—The container in which the human remains will be delivered to the crematory to be placed in the cremation chamber for cremation. The casket will meet or exceed the hardwood casket specifications.

**Hardwood Flag Case**—A decorative hardwood case containing the deceased member's awards, decorations, insignia and the interment flag. It is presented to eligible members of the deceased military member's family. Retirees and veterans are not authorized a hardwood flag case.

**Headwrap (HW)**— Remains may or may not be fully intact with face or head having severe trauma, edema, dehydration, or discoloration that will not be restored to an appearance suitable for visual recognition. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor.

**Hold**—An abbreviator word that is used when remains have been recovered and individually identified, but medical requirements or medical legal implications temporarily prevents release to the Mortuary Officer.

**Holding Facility**—An area designated for the retention of human remains prior to cremation within the crematory facilities that will comply with any applicable public health laws, preserve the dignity of human remains, and recognize the personal integrity and health of the crematory authority personnel operating the cremation chamber.

**Home**—A person's legal or permanent residence.

**Human Remains**—The dead human body or portions thereof prior to cremation.

**Infant and Child Caskets and Shipping Cases**—These caskets apply to Port of Entry Mortuary Facilities only.

**Installation Disaster Plan**—The installation mortuary, S&R, and massive fatality plans should be included in this plan.

**Intact Remains**—A remains in which the head, torso, and all extremities are present and articulated as determined by the convening medical authority.

**Interned Enemy Alien**— An alien being confined in a country with which his or her own country is at war.

**Interment expenses**—Costs incurred by the PADD at a funeral home, cemetery and/or crematory for disposition of remains.

**Local Area**—The local area as defined in the JFTR, Part F, U3500 is the area within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers; Within a local commuting area of the PDS/TDY station; or separate cities, towns, or uniformed service facilities adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

**Mutilated Remains**—Remains that have undergone severe disfiguring or distorting trauma.

**Next-of-Kin (NOK)**—The decedent's family members who may include spouse (if married), children, parents, brothers and sisters.

**Non-viewable-Full Body Wrap (FBW)**— Remains are non-intact with extreme trauma, edema, dehydration, discoloration, or decomposition that cannot be restored to an appearance suitable for visual recognition. Condition of remains does not allow for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor.

**Outer Shipping Container**—A wooden or lightweight protective container where the casket is placed during commercial shipment. When a government contract funeral home is not used, the cost for the outer shipping container is reimbursed to the PADD as a primary (funeral) expense. For eligible dependents and retirees, it is a remains transportation expense.

**Partially Skeletonized Remains**— Remains that are partially skeletal but have a significant presence of soft tissue.

**Performance Work Statement (PWS)**—The Air Force requirements, specified in writing, for the care and handling of remains to include funeral home facilities, equipment, licensed personnel, motor vehicles, supplies, caskets, urns, hygienic practices, outer shipping containers, and transportation.

**Person Authorized to Direct Disposition (PADD)**—In accordance with Federal law the PADD is the person designated by the member on the DD Form 93 or vRED, or the person authorized to direct disposition of the remains in accordance with [paragraph 1.12](#)

**Person Eligible to Receive Effects (PERE)**— A prioritized list of persons authorized to accept personal property and effects from Air Force officials is provided in AFI 34-511.

**Preparation (embalming) of Remains**—The disinfection and chemical preservation of remains.

**Primary Next-of-Kin (PNOK)**—The person most closely related to the deceased individual.

**Processed Cremated Remains**—The end result of pulverization where the residual from the cremation process, leaving only bone fragments reduced to unidentifiable dimensions.

**Processing of Remains**—The complete preservation (embalming) and disinfection, application of restorative art techniques and/or cosmetics, dressing and/or wrapping, casketing, and transportation of remains as directed by the contracting officer or his designee.

**Properly Admitted**—The person was placed under treatment or observation in a military medical facility. Patients stay for at least overnight, and receive room, board, and continuous nursing care.

**Quality Assurance Evaluator (QAE)**—Representative of the contracting officer who normally performs surveillance of the contract.

**Ready**—An abbreviator word used on death messages to indicate remains have been recovered, individually identified and are ready for transportation and disposition as directed by PADD.

**Receiving Funeral Home**—A funeral home selected by the PADD to receive the casketed remains from the government for the funeral and interment services or other disposition.

**Remains**—The complete or incomplete (partial) bodies.

**Reprocessing of Remains**—The inspection and correction of all discrepancies noted in preservation (embalming). Application of restorative art techniques and/or cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designated representative.

**Residence**—A person's legal or permanent residence.

**Retained Organ(s)**—Any organs retained by medical authorities for extended study to assist in determining the cause/manner of death and requiring disposition instructions from the PADD.

**Safety Investigation Board (SIB)**—Investigates mishaps when there has been loss of life. The board is usually on scene within 72 hours following a mishap. The On-Scene Commander assumes control of the scene. The SIB president assumes control of the safety investigation under the provisions of AFI 91-204, *Safety Investigations and Reports*. Policy for all Air Force mishap investigation is provided in AFI 91-204.

**Secondary Next of Kin (SNOK)**—The person who has the second highest priority for directing disposition.

**Shipping Installation**—The installation that accomplishes the shipment or delivery of the remains to the final destination. This term applies to all CONUS installations and Elmendorf AFB, Alaska.

**Specimen**—A portion of remains that may have a relationship with others.

**Sponsor**—One who assumes responsibility for some other person. (Ex: Active Duty member is the sponsor for his/her dependents)

**Standard Operating Procedure (SOP)**— established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations.

**Subsequent Identified Remains/Portions**—Any portion of remains subsequently identified to a fallen Airman, in which disposition of the initially identified remains has previously been effected and disposition instructions are required from the PADD. May also be referred to as dissociated portions.

**Unite**—An abbreviator word that will be used in the death reports when remains are recovered with others but not individually identified. The designator will not be used until AFMAO/MA has processed the remains identification specialists.

**Urns**—There are three urn types used by the armed services, a solid bronze urn, salt urn, and a solid walnut urn.

**Viewable (View)**—Remains are intact with face and hands having minor or no trauma, edema, dehydration, or discoloration that will be fully restored to a natural appearance. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor.

**Viewable for Identification (View-ID)**—Remains will or will not be fully intact with face and hands having moderate to severe trauma, edema, dehydration, discoloration that will be restored to an appearance suitable for visual recognition. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, PNOK, or sponsor.

## Attachment 2

INSTRUCTIONS FOR COMPLETING AF FORM 697 IDENTIFICATION FINDINGS  
AND CONCLUSIONSTable A2.1. Instructions For Completing AF Form 697 Identification Findings And  
Conclusions

<b>Section I – Remains</b>	
Evacuation Number	Enter appropriate recovery number (i.e., R-1) if remains are intact. If remains are dismembered, enter P-recovery numbers as applicable (i.e., P-1, P-5). For fragmented remains enter “See Attached List.”
Place of Recovery.	Enter precise accident location (i.e., 4 miles SW of State Road 68, Dade County FL).
Dates(s) of Processing	Enter exact dates remains were processed (i.e., 5-7 Jun 1999).
<b>Section II - Record of Identification Procedures</b>	
Anatomical Chart	Show detailed analysis on chart (i.e., burned, crushed, missing or fractured).
Physical Characteristics.	If known, self-explanatory (i.e., Height-Ante Mortem – 5’9” and Post Mortem -5’9”).
Describe. (Clothing, Jewelry, Insignia, etc. on/or with the remains	Self-explanatory (i.e., remnant of sock on right foot, remnant of plaid boxer shorts entwined in tissue).
Scars or Other Body Marks.	Enter physical characteristics such as surgical scars and tattoos (i.e., tattoo-eagle on right upper arm).
Remarks concerning processing	Describe conditions of remains, i.e., mutilated, dismembered, commingled, burned and/or decomposed. (i.e., Remains present for examination are those of a Caucasian male with the following: multiple skull fractures, dentition present, mid-shaft fracture of right humerus, fracture of distal right radius and ulna, traumatic amputation of left distal radius, ulna and hand or total body fragmentation – see attached list).
<b>Section III - Findings &amp; Conclusions</b>	
Name, Grade, Social Security Account Number (SSN) and Service.	Self-explanatory (i.e., John Doe, Major, 123-45-6789, USAF). This instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A).
Identification Criteria Check appropriate block(s):	Check manner of identification (i.e., fingerprints, dental characteristics, physical characteristics or other (i.e., DNA)).
Narrative Statement	Include sufficient information to support the findings and conclusions such as primary and secondary means of identification. Where applicable, include a statement “that identifying media for the remains does, or does not compare favorably with that for any or other deceased personnel involved.” See examples. Examples of Primary Means of Identification. Postmortem fingerprint of x-15 (left hand) taken 5 Jun 99 is consistent with ante mortem fingerprints recorded on DD Form 1833, ISOPREP for

	<p>Doe, John (NMI) 123-45-6789 prepared 970504. Postmortem radiograph of P-14 (facial tissue with teeth #18 and #19) is consistent with ante mortem panorex for Doe, John, 123-45-6789 dated 26 Mar 87. DNA profiles from specimen P-1 (portion of pelvis with muscle) and specimen P-10 (head of femur with muscle) is consistent with the DNA profile obtained from the bloodstain reference card for John Doe. Examples of Secondary Means of Identification. Physical Characteristics: male, Caucasian are consistent with SF 88, Report of Medical Examination dated 23 Feb 95 for Doe, John (NMI), 123-45-6789 (i.e. Conclusion). The recovered fragmented remains are those of Major John Doe, USAF, 123-45-6789.</p>
<p><b>Section IV Recommendation and Approval</b></p>	
<p>Enter a recommendation. Sample statement for intact remains: <i>“I recommend that remains designated evacuation numbers P-1 and P-5 be identified as John Doe”</i>. Sample statement for fragmented remains: <i>“I recommend that remains designated evacuation numbers (See attached list) be identified as John Doe.”</i></p>	
<p>Signatures.</p>	<p>Self-explanatory.</p>
<p>Sample narrative for recovered portions of dismembered or fragmented remains, i.e. dismembered portion: P-15 – left distal radius and ulna and hand with multiple lacerations. (i.e. of recovered fragmented remains) P-15 – left distal radius and ulna and hand with lacerations P-19 – proximal right femur to include head, greater and lesser trochanters, six inches of shaft P-20 – thumb of left hand P-35 – Caucasian epidermis with dark scalp hair, right ear and portion of back (7” x 10”) (Wt – 70 grams).</p> <p>For assistance in completion of the AF Form 697, contact AFMAO/MA, Technical and Identification Branch, by calling toll free 1-800-531-5803, 24 hours a day.</p>	

## Attachment 3

## REQUIRED CASE FILE FORMATS

**A3.1.** Mortuary case files will include a table of contents at the beginning of each file and tabbed on the right side of the file. Files will be maintained in an 8 ½” x 11” Pendex by Esselite Pressboard Folder (NSN OS1-F11533F13), ie. six-part folder.

**A3.2.** Disposition of Mortuary Case Files. When mortuary actions are complete for active duty Mortuary Case Files and the summary courts officer file has been closed (per AFI 34-511, [paragraph 3.11.6](#)), installations will forward the original case file to AFMAO/MA and retain a copy for their files for three years. NOTE: Installations that operate cemeteries will create local procedures for file creation and retention in all records generated for the interment of remains within the installation cemetery. The provisions contained in Table A3.1., Table A3.2. or Table A3.3. do not apply to installation cemetery interment records.

Table A3.1. Active Duty Case File Format

Tab	Documents
1	AF Form 57 vRED Casualty Report SURF Awards and Decorations Information *Posthumous Decoration Messages DD Form 1300 Death Certificate *Letter of good standing for interment in a Dept of Veterans Affairs or State Veterans Affairs Cemetery Identification documents
2	Mortuary Officer/Technician Log of Events Email Correspondence
3	AF Form 970 or form that may supersede the AF IMT 970 *CJMAB Forms 1, 3, 4, 8 or forms that may supersede the CJMAB Forms *Armed Forces Medical Examiners System – Autopsy Request Form * Armed Forces Medical Examiners System - FAQ acknowledgement
4	Disposition of Remains Message PERE Message DD Form 1076 (PE items hand-carried by escort) DD Form 2062/2063
5	Escort Orders/Travel Itinerary AF Form 1947 SCO Appointment Funding Authorization Funeral Home Itemized Charges ITOs Itineraries DD Forms 1351-2

	DD Form 1375 Paid Vouchers Other payments and supporting documents
<b>6</b>	FAR Appointment FAR Log of Events AF Form 1946 Miscellaneous documents
<b>* May not be required. Some documents may not apply in each case. If a document is not required, place a memo in the applicable Tab indicating so.</b>	

**A3.3.** Summary Courts case files will be tabbed on the left side of the mortuary case file. Files will be maintained in an 8 ½" x 11" Pendex by Esselite Pressboard Folder (NSN OS1 F11533F13).

**Table A3.2. Summary Courts Officer**

Front of File	Table of contents
<b>Tab 1</b>	Order appointing the Summary Courts Officer
<b>Tab 2</b>	Chronological log of events
<b>Tab 3</b>	Printed Death Announcement in base bulletins, base newspaper or Base Web Page
<b>Tab 4</b>	All correspondence (document on Table of Contents)
<b>Tab 5</b>	AF Forms 1122, Personal Property Inventory
<b>Tab 6</b>	Shipping documents
<b>Tab 7</b>	Any Staff Judge Advocate (SJA) opinions
<b>Tab 8</b>	List of any property not shipped to the authorized recipient
<b>Tab 9</b>	List of items destroyed

**Table A3.3. Case File Format for Other Categories of Eligible Decedents**

Front of file	Table of contents
<b>Tab 1</b>	All Message Traffic
<b>Tab 2</b>	AF Form 969, confirmation letter, or DD Form 2065 if death is overseas
<b>Tab 3</b>	All identification documents
<b>Tab 4</b>	DD Form 2063 or 2062
<b>Tab 5</b>	Department of the Army or Navy Forms if used
<b>Tab 6</b>	Payment documents, copies of purchase and delivery orders, paid vouchers, and any other document relating to expenses
<b>Tab 7</b>	AF Form 140, Cremation Authorization and Disposition of Cremains Request
<b>Tab 8</b>	DD Form 1300, DD Form 2064 and/or copy of state death certificate
<b>Tab 9</b>	Chronological log of events
<b>Tab 10</b>	Any other document you feel is necessary. Contents of this tab will be listed in the table of contents

## Attachment 4

### INSTALLATION CEMETERIES POLICY

**A4.1. Installation Cemeteries Overview.** Air Force installations may have military, historical, or privately owned cemeteries within base boundaries. Military cemetery is defined as any cemetery where the preponderance of burial sites are military and family members. These cemeteries may be active, closed, or closed and honoring reservations. Active cemeteries are those still accepting new burials and reservations. Closed cemeteries are those no longer open to new reservations., but may still honor existing reservations. Table 4.1. lists the Air Force active and closed cemeteries. Historical cemetery is defined as those which pre-existed on military installation property and are of some historical significance. And Privately Owned cemeteries are those which exist on the installation but regardless of present ownership, was initially owned by a person or agency other than the United States. The installation commander owes certain duties to the rights of the family, church, or private association that has interest in the burial sites and to the next of kin of the individuals buried there.

A4.1.1. This attachment provides guidance for military cemeteries only. Historical and Privately Owned cemeteries will be maintained IAW agreements conveyed in legal documents, such as deeds.

A4.1.2. New cemeteries will not be established and existing cemeteries will not be expanded beyond present boundaries. Existing cemeteries will be used for authorized burials, within present boundaries, until filled or discontinued.

#### **A4.2. HQ USAF/A1S.**

A4.2.1. Prescribes policies relating to base cemetery functions.

A4.2.2. Designates an active military installation to maintain and supervise cemeteries on surplus Air Force installations that are not moved or otherwise disposed.

#### **A4.3. HQ USAF/A4C.**

A4.3.1. Initiates action for disposal of base cemeteries at excess installations as separate entities according to applicable laws and directives.

A4.3.2. Clears cemetery area and rehabilitate the land upon removal of remains.

#### **A4.4. The Installation Commander.**

A4.4.1. Authorizes interments or reservations according to prescribed policies. This includes signature on AF IMT 593, *Interment Record Base Cemetery*. The installation commander may delegate authority to the Mission Support Group commander to authorize interments. (T-3)

A4.4.2. Is responsible for removal of remains and arranging reinterment (when possible, this action will be coordinated with the PADD). (T-0)

A4.4.3. Operates and maintains military cemeteries, including the construction and maintenance of walks, roads, walls, fences and drainage facilities; erosion control; care of shrubs, trees and grass; opening and closing of graves; procurement and installation of temporary grave markers; and installation of permanent markers. (T-3)

A4.4.3.1. The Installation Commander should use the Command Support PEC \*\*\*34f to operate and maintain cemeteries.

A4.4.4. Maintains civilian cemeteries located on the installation when maintenance by the government is specified in the conveyance. (T-3)

A4.4.5. Ensure interment records are maintained. (T-3)

A4.4.6. Clears cemetery area and rehabilitate the land upon removal of remains.

A4.4.7. May procure small grave decorating flags and ensuring their placement for Memorial Day and removal thereafter. All graves are decorated during the 24-hour period immediately preceding Memorial Day. The flags are removed on the first working day following the observance of Memorial Day. The cemetery at the United States Air Force Academy may have flags placed upon the graves from the Monday before graduation until the Wednesday following Memorial Day. (T-3)

A4.4.8. Ensures designation of an overall POC within the Force Support Squadron for military cemeteries. (T-3)

A4.4.8.1. Ensure the FSS military cemetery POC budgets and appropriates expenses involved in the maintenance and restoration of base military cemeteries, including plans pertaining to real property maintenance of the installation. (T-3)

#### **A4.5. Force Support Squadron Commander.**

A4.5.1. Appoints POC for military cemeteries. (T-3)

A4.5.2. Ensures designated POC has training appropriate to needs of the cemetery. (T-3)

A4.5.3. Oversees cemetery management and procedures, to include coordination for cemetery maintenance, either through reimbursable basis with base civil engineering or through a contract. (T-3)

A4.5.4. Maintains a 100 percent records-to- graves verification only at the following installations, as these are classified as active or are honoring existing reservations: U.S. Air Force Academy, F.E. Warren AFB, Fairchild AFB, and Offutt AFB. (T-3)

A4.5.5. Develops local operating instructions, tailored to local area. (T-3)

A4.5.6. Maintains cemetery self-inspection program. (T-3)

#### **A4.6. Installation Cemeteries Eligibility.**

A4.6.1. Air Force Academy Cemetery. See U.S. Air Force Academy Instruction (USAFAI 34-501) for eligibility criteria.

A4.6.2. Installation Cemeteries (Does not include Air Force Academy).

A4.6.2.1. Offutt AFB, NE, F.E. Warren AFB, WY, Fairchild AFB, WA, and Volk Field, WI have military cemeteries on the installation. These cemeteries are closed, however, Offutt AFB, F.E. Warren AFB, and Fairchild AFB cemeteries are honoring already established reservations. Burial eligibility:

A4.6.2.1.1. Members of the armed services of the United States on the active and retired lists as published by the decedent's service.

A4.6.2.1.2. The wife, husband, widow, widower, minor child and, in certain instances, the dependent unmarried adult child of any person listed above. Dependent, unmarried adult children include those who have never married, widows, widowers and divorcees. This is, provided the unmarried adult child, at time of death was incapable of self-support because of physical or mental condition and receiving over one-half of his or her support from the service-connected parent or surviving spouse, or has been receiving such support prior to the death of the parents and by reason of their death was receiving such support from some other source.

A4.6.2.1.3. General prisoners whose discharges have been executed and who die while under the jurisdiction of the Department of the Air Force.

A4.6.2.1.4. Prisoners of war, interred aliens and unclaimed remains that cannot be transferred to the custody of civil authority, provided no other disposition of remains is made under existing statutes.

A4.6.2.1.5. Veterans, when a dependent family member of the deceased was previously buried in such a cemetery.

A4.6.2.1.6. Individuals whose remains are directed to be disposed by AFMAO/MA.

#### **A4.7. When the Family Member Died Before the Eligible Member.**

A4.7.1. If a dependent family member dies before the service member, interment is made in an installation cemetery upon submission of a certificate signed by the service member verifying he or she will be interred in the same grave or an adjoining (side-by-side) grave. This certificate will be presented or promptly mailed to the base Mortuary Officer. The certificate will state, "This is to certify that in consideration of the interment of the remains of my (spouse-child) (name), in the (name) Base Cemetery, my remains will, upon my demise, be interred in the same or adjoining grave."

A4.7.2. When a dependent child is interred prior to the death of either parent, the service member will complete the certificate referenced in paragraph [A4.8.1](#). The certificate will be completed with the understanding all available space in the occupied grave must be used for any future family interment before the second grave can be used and this applies to the service member as well.

A4.7.3. Additional eligible dependent family members will be interred before the death of the service member, provided not more than two side-by-side graves are used and the space is reserved for burial of the service member.

**A4.8. Reserving Gravesites.** Gravesites will not be reserved or assigned in advance of interments except for an adjoining gravesite alongside a previously interred eligible member or dependent. This will ensure a member and his/her dependents are buried together. When the service member dies first, an adjoining grave will be reserved for the eventual interment of the surviving spouse. The spouse must request their interment reservations at the time interment arrangements are being made for the member. The surviving spouse receives an inquiry every two years to verify whether to continue the reservation. Until the inquiry is received, it will not be necessary for the spouse to contact the base concerned to continue the reservation. Failure to reserve an adjoining gravesite does not preclude burial of the spouse in the same grave with the service member or removal of remains at private expense to a location where two adjoining

graves are available. When arrangements are made for the interment of a dependent of a service member, the surviving service member requests an adjoining gravesite be reserved.

**A4.9. Disposal.** When feasible, base cemeteries are disposed of according to the provisions of AFI 32-9004, *Disposal of Real Property*. Normally, the General Services Administration accomplishes disposal by transfer to a state, county, municipality, or other proper agency or by removal and re-interment of remains in a government, private, or public cemetery or by transfer of custody to the PADD or other relatives. Once a cemetery disposal is complete, it will not be reacquired without prior approval of an acquisition request as outlined in AFI 32-9001, *Acquisition of Real Property*.

**A4.10. Record and Reports.** The Force Support Squadron will maintain a complete record of interments in base cemeteries. Upon event of a new burial, the AF Form 593, *Interment Record-Base Cemetery*, will be prepared. The original will be filed for record and a duplicate, if applicable, will be placed in the mortuary folder. All records will be maintained with the Force Support Squadron IAW AFI 33-322, *Records Management Program*. On closure of an installation where a base cemetery is located, the Base Records Manager will request disposition instructions for cemetery and burial records in accordance with AFI 33-364, *Records Disposition-Procedures and Responsibilities*.

**A4.11. Maintenance of Cemeteries.** Cemeteries are classified as improved grounds according to the standards for maintenance of grounds and drainage as adopted by DOD. Lands in this classification are maintained at a degree necessary to present a desirable appearance. The maintenance of storm drainage systems is performed to the extent necessary to prevent water damaging soil erosion and recurrent flooding. All maintenance of cemeteries is confined to existing facilities and will be accomplished according to the standards prescribed in the following paragraphs:

A4.11.1. Maintain Grounds in accordance with the CSAF-specified Air Force Common Output Level Standards (AFCOLS) levels.

A4.11.1.1. Maintain grounds to include: mowing every 1-2 weeks as season dictates, fertilization, weed control, insect and rodent control, plant disease control, pruning and renovation of trees, shrubs and vines, removal of debris and control of traffic. If trees and shrubs have to be removed due to growth into a fence line, beautify the grounds as needed to present a desirable appearance.

A4.11.2. Maintain all roads and walks in a manner that protects the government investment. Keep them in safe condition. Apply dust palliatives to roads and walks where necessary.

A4.11.3. Maintain structures, including buildings, walls, fences, gates, and flagpoles to ensure stability. The necessity for repainting cemetery structures is determined on the basis of preservation and appearance. Repair fences when they are broken due to natural disasters.

A4.11.4. Keep grave markers clean and neat in appearance at all times. For military markers, replace only when defaced or damaged to the extent that they no longer present an acceptable appearance and is beyond repair. A headstone that needs to be replaced is one that which is badly deteriorated, illegible, or vandalized. Reset and realign military when necessary (such as in the event of sunken graves) to maintain uniformity of appearance and arrangement. Headstones in private or historical cemeteries are not under DoD's jurisdiction,

nor is there currently any appropriation to replace any of the headstones. Therefore, the Air Force is not responsible to replace those headstones.

A4.11.5. Maintain water distribution systems as necessary to provide a supply of water adequate to meet requirements for the cemetery.

A4.11.6. Due to soil and climate variations, geographical locations, structure types and permanence, plus other factors, detailed criteria for cemetery maintenance is prescribed by each Installation Commander having responsibility for such work.

A4.11.7. Do not initiate new construction work at base military cemeteries. Improvements, alterations, or extensions to existing facilities are not authorized. The replacement of, or major repairs to, existing roads, walks, grounds, fences, buildings, drainage facilities or other features will be accomplished only where determination is made that the cemetery will remain indefinitely and that its maintenance will continue to be the responsibility of the Department of the Air Force.

A4.11.8. Environmental Quality Funding may be used if the grave (s) or cemetery is either a National Historic Landmark (NHL), a part or in total a National Historic Landmark District (NHLD). A National Historic Landmark (NHL) is a building, site, structure, or object that is officially recognized by the United States government for its outstanding degree of historical significance. A National Historic Landmark District (NHLD) is a historic district that has received similar recognition.

**Table A4.1. List of Air Force Installation Cemeteries**

AIR FORCE INSTALLATION CEMETERY CATEGORIES				
Active	Closed		Privately Owned	Historical
	Honoring Reservations	No Additional Burials		
US Air Force Academy	F.E. Warren AFB, WY	Volk Field, WI	Arnold AFB, TN (6)	Andrews AFB, MD (2- last 1942)
	Fairchild AFB, WA		Tinker AFB, OK	Dobbins AFB, GA (Sharecropper/Slave Cemetery)
	Offutt AFB, NE		Wright Patterson AFB, OH (2)	Tyndall AFB, FL (1958)
			Eglin AFB, FL (19)	South Portland, ME (early 1700s)
			JB McGuire-Dix-Lakehurst, NJ	Smoky Hill Range, KS (1800s)
			Seymour-Johnson AFB, NC	Scott AFB, IL (pre-Civil War)
				JB Charleston, SC (1800s & 1920s)
				Langley AFB, VA (4)
				Robbins AFB, GA- 1840
				Dover AFB, DE
				Edwards AFB, CA
				Grand Forks AFB, ND
				Patrick AFB, FL
				Vandenberg AFB, CA

## Attachment 5

## MORTUARY ENTITLEMENTS FOR MILITARY PERSONNEL REFERENCE CHART

Table A5.1. Mortuary Entitlements for Military Personnel Reference Chart

<b>1</b>	<b>Primary Expense Items</b>	<b>Paragraph References</b>
a	Recovery and Removal of remains	Initial movement of remains will be accomplished according to paragraphs <b>2.8.</b> and <b>3.4.</b>
b	Preparation	Described in paragraph <b>2.8.</b> and the PWS on AFMAO Sharepoint
c	Specification Casket	Described in paragraph <b>2.9.</b> and the PWS on AFMAO Sharepoint
d	Shipment of Remains	Refer to <b>Section 2E, <i>Transportation of Remains and Funeral Travel</i></b>
e	Death Certificates	Refer to paragraph <b>2.1.</b>
f	Burial Clothing	Refer to paragraph <b>2.11.</b> and <b>Chapter 9</b> for authorized uniform items and procurement instructions
g	Cremation and Urn	Refer to paragraph <b>2.13.</b> for additional information
<b>2</b>	<b>Secondary (Interment) Expense Items</b>	
a	Funeral Arrangements	Refer to Tables 2.1. and 2.2
b	Cemetery Expenses	Refer to Tables 2.1. and 2.2.
<b>3.</b>	<b>Other Mortuary Entitlements</b>	
a	Escort	Refer to paragraph <b>2.15.</b> and AFPAM 34-504, <i>Escorting Deceased Air Force Military Personnel.</i>
b	Summary Courts Officer	Refer to paragraph <b>2.17.</b> and AFI 34-511, <i>Disposition of Personal Property and Effects</i> , for policy and instruction on the Summary Courts Officer's appointment, duties and disposition of personal property and effects
c	Interment Flags and Hardwood Flag Cases	See paragraphs <b>2.18., 2.19.</b> and <b>3.29.</b> for additional flag and flag case information and <b>Chapter 9</b> for procurement instructions
d	Military Funeral Honor.	Refer to paragraph <b>2.20.</b> and <b>Chapter 8</b>
e	Interment in a Government Cemetery	Refer to paragraph <b>2.22.</b> or <a href="http://www.cem.va.gov">http://www.cem.va.gov</a>
f	Government Headstone or Memorial Marker	Refer to paragraph <b>2.23.</b> and <b>2.24.</b> for shipment information
g	Transportation of Remains	Refer to <b>Section 2E, <i>Transportation of Remains and Funeral Travel</i></b>
h	Person(s) Authorized Funeral Travel	Refer to paragraph <b>2.31.</b>

## Attachment 6

**ARRANGEMENT FORM FOR SERVICE/ INTERMENT FOR ACTIVE DUTY  
MEMBERS IN ARLINGTON NATIONAL CEMETERY**

**Figure A6.1. Arrangement Form for Service/ Interment For Active Duty Members In  
Arlington National Cemetery**

The process for requesting approval and scheduling of a service and or interment in Arlington National Cemetery (ANC) differs from that of other national cemeteries and eligibility is governed by Army Regulation 290-5. The following checklist contains the information and documents that must be collected and submitted to request the interment of casketed remains or inurnment of cremated remains of a fallen Airman in ANC.

Deceased Member's Name/Rank:

\_\_\_\_\_

A6.1. The following forms/letters must be completed and forwarded to AFMAO, Mortuary Affairs Division who will arrange the service and provide the schedule back to the Mortuary Officer.

\_\_\_\_\_ DD-1300

\_\_\_\_\_ Letter of Good Standing. The decedent's home unit commander must sign a Letter of Good Standing in order to establish burial/inurnment eligibility. A template can be found on AFMAO Sharepoint which must be transferred to unit letterhead and signed by the commander.

\_\_\_\_\_ Complete list of Awards/Decorations/Functional Badge(s) with level

\_\_\_\_\_ Disposition message from installation Mortuary Officer

A6.2. Contact information of the Person Authorized to Direct Disposition (PADD):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

Home: ( \_\_\_\_\_ ) \_\_\_\_\_

A6.3. Media Access decision of PADD. (Does the PADD approve Media attendance at service at Old Post Chapel and/or Arlington National Cemetery?)

Yes

No

A6.4. Type of Service Requested (Select One): All eligible active duty members are also eligible for ground burial in ANC, even if the PADD elected for the deceased to be cremated.

Old Post Chapel Service (Ft Myer) followed by Graveside/Niche Side Service in ANC

Graveside Service Only (casketed or cremated)

Niche Side Service Only (cremated only)

A6.5. Requested date of service: Date (Month/Day/Year): \_\_\_\_\_

*(NOTE: Next available date may not be until 4-8 weeks after the request is approved. The timeline is dependent on the type of service requested by the PADD.)*

A6.6. Are Military Funeral Honors requested? (Select One):

YES

NO

A6.7. Religious Preference: \_\_\_\_\_

Is an Air Force Chaplain requested at the service? (Select One):

YES

NO

A6.8. If eligible, is an aerial flyover requested? (Select One):

*(NOTE: Flyover eligibility outlined in AFI 34-501, Section 8E)*

YES

NO

A6.9. AFMAO/MA is available to provide clarification on the required information and can be reached 24/7/365 by calling toll free at 1-800-531-5803, COMM (302) 677-3982, DSN 445-3982.

## Attachment 7

**MEMORANDUM OF AGREEMENT FOR AIR NATIONAL GUARD BASE****BASE: (Active Duty Base owning the Area of Responsibility for Military Honors)****ANG WING: ANG Wing providing Augmentation**

SUBJECT: Support of Military Funeral Honors

**A7.1. Introduction:** This Memorandum of Agreement (MOA) establishes guidelines for use of Air National Guard (ANG) units for augmentation of the Active Duty (AD) honor guards. [Reference: AFI 34-501, *Mortuary Affairs Program*]

**A7.2. Purpose:** To establish operating procedures between the AD and ANG units to implement participation in the performance of Military Funeral Honors (MFH) for active duty, retired, and former members of the Air Force and US Army Air Corps, within AD Honor Guards Area Of Responsibility (AOR).

**A7.3. Responsibility for Obtaining, Providing, and Tasking Military Funeral Honors:**

A7.3.1. The AD unit retains command and control of the AOR, as designated by Air Force Mortuary Affairs Operations (AFMAO).

A7.3.2. The AD unit will determine funeral honors eligibility and the size of the funeral detail IAW AFI 34-501, Chapter 8.

A7.3.3. At no time does program responsibility shift to the ANG installation, or individual honor guard team members.

A7.3.4. AF Form 1946, *Honor Guard Checklist*, is required for any activity in which the Honor Guard participates.

A7.3.5. The Mortuary Officer, Honor Guard Administrator, or AD Honor Guard NCOIC will accomplish documentation and all reporting of requirements for MFH.

A7.3.5.1. A coordination copy of the funeral request job sheet, AF Form 1946, will be transmitted to the ANG Honor Guard POC upon notification of a funeral tasking and returned via email or fax to the AD upon completion of the funeral service or NLT 3 duty days after the detail has been completed.

A7.3.5.2. The AD honor guard will keep copies of completed AF Forms 1946 for all services that included ANG participation.

**A7.4. Active Duty Regular Air Force Honor Guard Area of Responsibility Manager Duties and Responsibilities:**

A7.4.1. As designated by AFMAO, maintains command and control of the AOR for MFH through integration of RegAF and ANG members.

A7.4.2. Determines amount of ANG augmentation necessary to successfully meet funeral taskings based on historical data and current entitlements program.

A7.4.3. Provides annual Military Personnel Appropriation (MPA) man-day forecast to AFSVA/SVORA and coordinates with the ANG HG OIC/NCOIC.

A7.4.4. Obtains approval from AFSVA/SVORA or use of MPA man-days.

A7.4.4.1. When applicable, once ANG members are assigned to a MFH detail, the RegAF AOR Manager will provide a memorandum for record (email) as interim authority for liability purposes to the ANG unit authorizing the Honor Guard Member to perform in MPA man-days status pending the Command Man-day Allocation System (CMAS) authorization from AFSVA/SVORA.

A7.4.4.2. In the event of an accident or death of an Honor Guard Member, the RegAF AOR Manager will notify AFSVA/SVORA immediately once official notification has been received. AFSVA/SVORA will produce the CMAS authorization within 4 hours of official notification from the AD AOR and provide authorization to ANG unit.

A7.4.5. Funds travel and per diem costs for ANG participation within the AOR and provides necessary fund cites to ANG location for reimbursements.

A7.4.6. Tracks all funding support and reports to higher headquarters each year, as requested.

A7.4.7. Tracks MPA man-day utilization and accountability and sends reports to AFSVA/SVORA by the 1st of each month.

A7.4.8. Enters funeral detail data into TAPS (if detail is integrated with ANG members) NLT 30 days after the event. HG NCOIC will note any ANG member's participation in TAPS.

A7.4.9. Maintains roster of trained and uniformed honor guard members. For ANG members, coordinates roster unit's NCOIC, or designated representative.

A7.4.9.1. Ensures volunteers do not exceed man-day limitations per fiscal year.

A7.4.10. Provides training to all RegAF and ANG honor guard members on a continuing basis, as required.

A7.4.11. Develops applicable Operating Instructions (OI) for both RegAF and ANG participation and provides current OI to ANG units within the AOR.

A7.4.12. Coordinates with NGB/AISA in regards to any ANG honor guard issues by email to [ANGHonorguardManager@ang.af.mil](mailto:ANGHonorguardManager@ang.af.mil).

A7.4.13. Budgets for and procures HG equipment, including weapons, and prepares annual projections for blank ammunition for the RegAF and ANG HG, as necessary.

A7.4.14. Controls weapons and ammunition according to AFI 31-101, *Integrated Defense*, maintains all approved operational weapons and provides blank ammunition, as required, to the ANG HG.

#### **A7.5. ANG Unit Duties and Responsibilities:**

A7.5.1. Appoints an OPR to manage and coordinate ANG participation in the HG. This individual may be an Active Guard Reservist (AGR).

A7.5.2. In the event of an accident or death of an HG member, the ANG HG Manager will immediately notify the RegAF AOR Manager after the ANG Installation Commander has been briefed.

A7.5.3. Ensures that ANG Technician or Traditional Guardsman are in an appropriate military duty status while in support of funeral requirements.

A7.5.3.1. Coordinates with the RegAF AOR Honor Guard Program manager to utilize the man-day authorizations that were previously budgeting for by the RegAF AOR HG Program manager through AFSVA/SVORA. MPA days are the correct days to be utilized by the ANG member while augmenting the AD in the support of Military Funeral Honors.

A7.5.4. Provides O&M funding for purchase, alteration, and cleaning of HG uniforms “organizational clothing” and for required equipment for ANG augmentees with prior approval.

A7.5.5. Ensures ANG HG members comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Additionally, all ANG members must be certified fit for duty (not on any medical profile) prior to being placed on any MPA man-day tour.

A7.5.6. Manages a roster of volunteers to maintain full manning and coordinates availability with the AD Base Honor Guard on an annual basis.

A7.5.7. Tracks MPA man-day utilization and accountability and reports to NGB/A1SA via email [ANGHonorguardManager@ang.af.mil](mailto:ANGHonorguardManager@ang.af.mil).

A7.5.7.1. Ensures during utilization that volunteers do not exceed fiscal year man-day limitations (350 days in FY or 1095 rule).

A7.5.8. Cuts duty orders upon receipt of AFSVA/SVORA man-day authorizations.

A7.5.9. Educates civilian employers on the MFH Program, the need for short-notice response, and the availability of ANG augmentees beyond the 15-day annual tour.

A7.5.10. Provides duty status information to the augmentee’s assigned unit.

A7.5.11. Ensures volunteers are allowed the opportunity to accomplish required Status of Resources and Training System (SORTS) reportable and home station training for Air Force Specialty Code (AFSC) specific annual 15-day training tour (e.g., Annual Tour (AT) or Deployment for Training (DFT)) or in preparation for unit deployment.

A7.5.12. Directly reports unit participation in funeral details into TAPS, when ANG staffs complete team without assistance from RegAF.

A7.5.13. Provides a monthly report to RegAF AOR Manager for per diem and travel using the AD AOR fund site, as requested.

**A7.6. Military Honor Request:** The ANG request to perform honors for all ANG members and retirees, subject to current manning and upon approval from the RegAF unit.

**A7.7. Transportation:** The AD transportation squadron will be the primary OPR for providing vehicle support for MFHs details within the corporate limits of the RegAF installation.

**A7.8. Contingency Clause:** Activation of Presidential Reserve Call-Up (PRC) of ANG members preempts this MOA and is contingent upon the ANG CC’s approval.

**A7.9. Implementation:** The provisions contained within the MOA are effective when signed by the respective approving authorities and will remain effective until superseded. Any questions or concerns regarding this template should be directed to NGB/A1SC Comm: 240-612-8188 or DSN: 612-8188 ANG HG Program Manager.

**A7.10. Approvals:**

**Table A7.1. Approvals**

RegAF Wing Commander	Date	ANG Wing Commander	Date
Commander, Unit Designation Wing		Commander, Unit Designation Wing	
		NAME, Lt Col, USAF	Date
		Chief, Services Division, NGB/A1S	

**A7.11. Final Disposition:**

**Table A7.2. Final Disposition**

NAME, Lt Col, USAF	Date
Chief, Reserve, Readiness & Fitness Branch	

## Attachment 8

## MEMORANDUM OF AGREEMENT FOR AIR FORCE RESERVE UNITS

**BASE:** (Active Duty RegAF Base owning the Area of Responsibility for Military Honors)

**AFR Unit:** AFR Unit providing Augmentation

**SUBJECT:** Support of Military Funeral Honors

**A8.1. Introduction:** This MOA establishes guidelines for use of Air Force Reserve (AFR) units for augmentation of the Regular Air Force (RegAF) Honor Guard. [Reference: AFI 34-501, *Mortuary Affairs Program*]

**A8.2. Purpose:** To establish operating procedures between the \_\_\_\_\_ Wing, \_\_\_\_\_ AFB, \_\_\_\_\_, and the \_\_\_\_\_ Airlift Wing, \_\_\_\_\_ ARB, \_\_\_\_\_ for the performance of Military Funeral Honors (MFH) for active duty, retired, and former members of the Air Force, within the \_\_\_\_\_ Wing AD Honor Guard's Area of Responsibility (AOR).

**A8.3. Responsibility for Obtaining, Providing, and Tasking Military Funeral Honors:**

A8.3.1. The AD unit retains command and control of the AOR, as designated by Air Force Mortuary Affairs Operations (AFMAO).

A8.3.2. The AD unit will determine funeral honors eligibility and funeral detail size IAW AFI 34-501, Chapter 8.

A8.3.3. At no time does program responsibility shift to AFR units or individual reserve HG team members.

A8.3.3.1. Reserve augmentees will not perform funeral honors unless augmenting details assigned by the RegAF base.

A8.3.4. AF Form 1946, *Honor Guard Checklist*, is required for any activity in which the HG participates.

A8.3.5. The Mortuary Officer, HG Administrator, or AD HG NCOIC will accomplish all MFH documentation and reporting requirements.

A8.3.5.1. A coordination copy of the funeral request job sheet, AF Form 1946, *Honor Guard Checklist*, will be transmitted to the AFR Honor Guard POC upon notification of a funeral tasking and returned via email or fax to the AD upon completion of the funeral service or NLT 3 duty days after the detail has been completed.

A8.3.5.2. The AD HG should keep copies of completed AF Form 1946, *Honor Guard Checklist*, for all services that included AFR participation and provide copies to Air Force Reserve Center (AFRC/A1RY) upon request.

**A8.4. Active Duty Regular Air Force Honor Guard Area of Responsibility Manager Duties and Responsibilities:**

A8.4.1. As designated by Air Force Mortuary Affairs Operations (AFMAO), maintains operational command and control of the AOR for MFH through integration of AD and AFR members.

A8.4.2. Determines amount of AFR augmentation necessary to successfully meet funeral taskings based on historical data and current entitlements program.

A8.4.3. Provides annual Military Personnel Appropriation (MPA) man-day forecast to AFSVA/SVORA and coordinates with the AFR HG OIC/NCOIC.

A8.4.4. Obtains approval from AFSVA/SVORA for use of MPA man-days and ensures volunteers do not exceed man-day limitations. The AD AOR will ensure AFR members who perform MFH have a current AF Form 49, *Application for MPA Man-Day Tour*, with Commanders signature temporarily releasing member from unit of assignment.

A8.4.4.1. When applicable, once ARC members are assigned to a MFH detail, the AD AOR POC will provide a memorandum for record (email) as interim authority for liability purposes to the AFR unit authorizing the HG member to perform in MPA man day status pending the Command Man-Day Allocation (CMAS) authorization from AFSVA/SVORA.

A8.4.4.2. In the event of an accident or death of an HG member assigned to a MFH detail, the AD AOR Manager will notify AFSVA/SVORA once official notification has been received. If applicable, AFSVA/SVORA will produce the CMAS authorization within four hours from the AD AOR and provide authorization to AFR unit.

A8.4.5. Funds travel and per diem costs including lodging, and prepares travel orders (DD1610) or orders that are created in the Defense Travel System (DTS) for reserve participation within the AOR.

A8.4.6. Tracks all funding support and reports to higher headquarters each year, as requested.

A8.4.7. Tracks all MPA man-day utilization and accountability and sends reports to AFSVA/SVORA by the 1st of each month.

A8.4.8. Enters funeral detail data into Tribute Assistance Planning System (TAPS) Database NLT 30 days after the event. HG NCOIC will note any AFR member's participation in TAPS.

A8.4.9. Maintains roster of trained and uniformed ready HG members. AFR HG members will coordinate roster through unit's NCOIC, or designated representative.

A8.4.10. Provides training to all AD and AFR HG members on a continuing basis.

A8.4.11. Develops applicable Operating Instructions (OI) for both AD and AFR participation and provides current OI to AFR units within the AOR.

A8.4.12. Coordinates with AFR units on any AFR HG issues.

A8.4.13. Budgets for and procures HG equipment, including weapons, and prepares annual projections for blank ammunition.

A8.4.14. Controls weapons and ammunition according to AFI 31-101, *Integrated Defense*, maintains all approved operational weapons and provides blank ammunition, as required, to the AFR HG.

**A8.5. AFR Unit Duties and Responsibilities:**

A8.5.1. Appoints an OPR to manage and coordinate AFR participation in the HG. This individual may be an Active Guard Reservist (AGR).

A8.5.2. In the event of an accident or death of an AFR member, the AFR HG Manager will immediately notify the AD AOR Manager once the AFR Installation Commander has been briefed.

A8.5.3. Ensures allocated MPA man-days are utilized only for AFR support of the AD unit's funeral requirements. Reserve Personnel Appropriation (RPA) man-days will not be used for MFH.

A8.5.4. Provides O&M funding for purchase, alteration, and dry cleaning of "organizational clothing" and required equipment for AFR HG members with prior approval.

A8.5.5. Ensures AFR HG members comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Additionally, all AFR members must be certified fit for duty (not on medical profile) prior to being placed on any MPA man-day tour.

A8.5.6. Maintains a roster of volunteers, and coordinates availability on a weekly basis with the AD HG Administrator. Documents the number of MPA man-days used in support of MFH.

A8.5.6.1. Manages volunteer recruitment program to maintain manning on an annual basis.

A8.5.7. Tracks man-day utilization and accountability and ensures volunteers do not exceed fiscal year (FY) man day limitations (350 days in FY or 1095 rule).

A8.5.7.1. Notifies the \_\_\_\_\_AFB Honor Guard NCOIC when any AFRC member approaches the current MPA man-day tour limitation so a waiver may be requested.

A8.5.8. Cuts duty orders upon receipt of MPA man-day authorizations from AFSVA/SVORA.

A8.5.9. Educates civilian employers on the Air Force Honor Guard Program, the need for short-notice response, and the availability of reserve augmentees beyond the 15-day annual tour.

A8.5.10. Provides duty status information to the augmentee's assigned unit.

A8.5.11. Ensures volunteers are allowed the opportunity to accomplish required Status of Resources and Training System (SORTS) reportable and home station training for Air Force Specialty Code (AFSC) specific annual 15-day training tour (e.g., Annual Tour (AT) or Deployment for Training (DFT)) or in preparation for unit deployment.

A8.5.12. Provides a monthly report to AD AOR Manager for per diem and travel using the AD AOR fund cite, as requested.

A8.5.13. Inventories operational weapons and provides a copy of the inventory to the AD NCOIC, if applicable.

**A8.6. Military Honor Request:** The AFR request to perform MFH for AFR members and retirees, subject to current manning and upon approval from the AD unit.

**A8.7. Transportation:** The AD transportation squadron will be the primary OPR for providing vehicle support for MFHs details within the corporate limits of the AD installation. Geographically separated AFR units will attempt to provide vehicle support from their local transportation squadron.

**A8.8. Contingency Clause:** Activation of Presidential Reserve Call-Up (PRC) of AFR members preempts this MOA and is contingent upon the AFR unit’s CC approval.

**A8.9. Implementation:** The provisions contained within the MOA are effective when signed by the respective approving authorities and will remain effective until superseded.

**A8.10. Approvals:**

**Table A8.1. Approvals**

RegAF Wing Commander	Date	AFR Wing Commander	Date
Commander, Unit Designation Wing		Commander, Unit Designation Wing	
		NAME, Lt Col, USAF Chief, Services Division, AFRC/A1R	Date

**A8.11. Final Disposition:**

**Table A8.2. Final Disposition:**

NAME, Lt Col, USAF	Date
Chief, Reserve, Readiness & Fitness Branch	

Attachment 9

SAMPLE FAMILY ASSISTANCE REPRESENTATIVE APPOINTMENT LETTER

A9.1. Special Order Required Verbiage:

A9.1.1. MARY A. JONES, SSN, RANK, USAF, XX FLIGHT, XX SQUADRON, XXXXX AIR FORCE BASE, ANY STATE XXXXX-XXXX, IS APPOINTED AS THE FAMILY ASSISTANCE COORDINATORFOR THE FAMILY OF THE DECEASED, MAJOR JOHN DOE, LAST FOUR OF SSN, AUTHORITY: 34-501.

Figure A9.1. Special Order Required Verbiage

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS ###XX XXX WING (MAJCOM) XBASENAMEX AIR FORCE BASE XSTATEX
SPECIAL ORDER	Date
MARY A. JONES, <u>SSN</u> , RANK, USAF, XX FLIGHT, XX SQUADRON, XXXXX AIR FORCE BASE, ANY STATE XXXXX-XXXX, IS APPOINTED AS THE FAMILY ASSISTANCE COORDINATORFOR THE FAMILY OF THE DECEASED, MAJOR JOHN DOE, <u>LAST FOUR OF SSN</u> , AUTHORITY: 34-501.	
<i>APPROVING OFFICIAL</i>	
JOE E. SMITH COLONEL, USAF COMMANDER, ##XX XXX WING	

**Attachment 10**

**FAMILY ASSISTANCE REPRESENTATIVE (FAR) CHECKLIST**

**A10.1.** This checklist will assist you with your assignment as a Family Assistance Representative (FAR). This guide will not cover every possible situation that may arise, but should serve to cover the basics. To avoid difficulties, realize that you are not an expert in these matters. The deceased member’s commander and the Mortuary Officer are your best sources for information to help the family to which you are assigned.

**Table A10.1. Family Assistance Representative (FAR) Checklist**

NAME/GRADE OF DECEASED: _____				
HOME UNIT/BASE OF ASSIGNMENT: _____				
PRIMARY NEXT-OF-KIN: _____				
PERSON AUTHORIZED TO DIRECT DISPOSITION: _____				
ADDRESS: _____				
TELEPHONE: _____				
I was appointed as Family Assistance Representative on: _____				
	<b>ACTION</b>	<b>YES</b>	<b>N/A</b>	<b>DATE</b>
1.	I have received a Family Assistance Representative Appointment Letter.			
2.	I have been briefed by the Mortuary Officer/Technician.			
3.	I have reviewed the AFMAO JIT (Just-in-time) training slides.			
4.	I have read Chapter 13 of AFI 34-501.			
5.	I have filled in the local Frequently Used Numbers in this Guide, and have reviewed the Guide in its entirety.			
6.	I have introduced myself to the PADD and PNOK, if other than the PADD, either by phone or in person.			
7.	I have provided the PADD/PNOK with the FAR Brochure to explain my role as the Family Assistance Representative.			
8.	I was requested by the PERE to be present when the personal effects of the deceased were delivered.			
9.	I have provided regular updates, written or oral, to the Mortuary Affairs Officer /Technician.			
10.	I have completed a detailed chronological log of events and After Action Report and provided to the Mortuary Officer for inclusion in the case file.			
11.	I have discontinued FAR services with my assigned family only after I was assured that the Completion of FAR Duties Letter was sent to the PNOK/PADD by the Mortuary Officer.			



Attachment 12

**FAMILY ASSISTANCE REPRESENTATIVE AFTER ACTION REPORT**

**Table A12.1. Family Assistance Representative After Action Report**

FAMILY ASSISTANCE REPRESENTATIVE AFTER ACTION REPORT	DATE
<b>NAME AND GRADE OF FAMILY ASSISTANCE REPRESENTATIVE</b>	
<b>NAME AND GRADE OF DECEASED</b>	
<b>NAME OF PRIMARY NEXT-OF-KIN</b>	
<b>Discussion and Recommendations:</b> Provide family-specific issues, concerns, special needs, or unresolved issues that the family has identified, or that you have identified in your interaction with the family.	
<b>Lessons learned:</b> Provide an overview of lessons learned related to FAR duties, such as training, coordination, logistics, or suggestions to streamline Family Assistance Representative processes.	